

## **Historic, Archive Document**

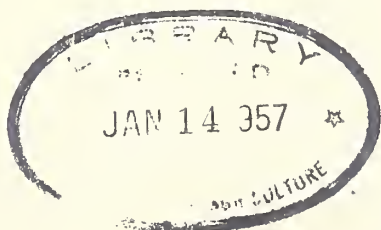
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## FOREWORD

This CCC Handbook is intended for use by Regional and Washington Offices only, and its issuance will not change the practice of each Region issuing its own instructions covering CCC work to field officers (Forest Supervisors, State Foresters) through the medium of Regional Handbooks or other means.

Existing regulations, policies, instructions, and practices pertaining to regular Forest Service activities will be followed in the administration of CCC activities assigned to the Forest Service except where deviations are necessary to meet requirements of law and instructions of the Director, or are authorized to meet problems peculiar to the CCC work. Regulations and instructions pertaining to the regular activities of the Service are set forth in the Regulations of the Department of Agriculture, Forest Service Manual etc., and are repeated herein only to a very limited extent. This Handbook contains only such additional instructions as are required to authorize and insure the carrying on of the CCC project by the Forest Service in conformity with the Law, Executive Orders, and policies of the Director, Secretary of Agriculture, and Chief, Forest Service, and information on certain matters within the jurisdiction of the War Department which are of more than usual concern to the Technical Services. For detailed information regarding War Department instructions, Forest officers should consult the miscellaneous War Department regulations and orders relative to the CCC.











I N D E XA

	<u>Page</u>
Accidents	
Investigation of.....	802
Outline for investigation.....	809
Reports on	
Fatal accidents.....	804
Foreman's individual injury report.....	802
Monthly (CCC-104).....	801
Serious, definition of.....	806
Serious or fatal, procedure in.....	805
Accounting records.....	717
Accounting procedure.....	720
Appropriation symbols.....	717
Cost keeping.....	724
National Forest units.....	724
State CCC.....	725
Forest Service accounting symbols.....	720
Fund accounting.....	717
Procurement authorization.....	720
Property accounting (see "Property - Accounting")	
Reimbursement	
For gasoline, oil, etc., furnished Army.....	723d
Of Army construction funds.....	723d
Of regular appropriations.....	721
Transfer of funds (major procurement).....	721
Acquisition of land for administrative sites.....	128
Act, CCC.....	Appen. I-1
Address, mail and telegram.....	127
Addresses (talks).....	1007
Adjustments of funds for use of CCC in fire fighting.....	605
Advance of travel funds.....	711
Advisor list procedure	
Appointments.....	312
Appointment credits.....	313
Appointment reports.....	313
Appointment to headquarter offices.....	315
Balance between Advisors.....	313
Change in quota - deceased Advisors.....	310

	<u>Page</u>
Advisor list procedure (continued)	
Change in quota - decrease or addition of Advisors....	310
Designated Advisors.....	310
Disqualification.....	315
Eligible lists.....	310
Employments prior to establishment of Advisor list....	312
Employment procedure - general.....	306
No qualified applicant available.....	315
Positions subject to advisory procedure.....	308
Preference of Advisors.....	314
Quotas.....	310
Re-employment of former Advisor list appointees.....	314
Secretary's order.....	306
Transfer in company moves.....	315
Vacancies by promotion.....	314
Advisory Council.....	102
Agreements, cooperative (see "Cooperative - Agreements")	
Airplane landing fields.....	406b
Alaska, allowances (funds).....	605
Allotments.....	603
Allotments and deposits, changes in.....	205
Allotments and deposits, enrollees.....	204
Allotments and deposits, veterans (table).....	205
Allotments to Regions.....	601
Allowances.....	601
Alaska.....	605
Enrollee.....	204
Operating.....	601
Puerto Rico.....	605
Regions.....	601
Special projects.....	602
Travel, by motor.....	217
Anti-freeze, saving of.....	532
Appointment action.....	727
Appointment, Civil Service.....	303
Appropriation bills.....Appen. II-1, II-5	
Appropriation, reimbursement of regular.....	721

	<u>Page</u>
Appropriation symbols.....	717
Army	
Camp overhead.....	218
Gasoline furnished Army.....	530
Relations with Army - handling of difficulties.....	106
Responsibilities with technical service.....	105
Articles (write-ups) CCC work.....	1007
Athletics, time allowed enrollees for participation.....	434
Audits, field.....	736
Authority of CCC as unit in the Forest Service.....	107
Authorization, procurement.....	720
Authorized	
Enrollment.....	201
Expenditures, classes of.....	701
Officials (to certify and approve CCC vouchers).....	709
Work.....	408
Work <u>not</u> authorized after camp evacuation.....	434
Award for valor.....	219

## B

Baths and latrines (employees).....	327b
Bids and contracts (see also "Contracts").....	708
Advance approval by Director.....	704
Separate CCC bids.....	708
Billing instructions (transportation).....	712
Bills of lading	
Use by state units.....	712
W. Q.....	712
Budget coding - salaries and wages.....	733
Buildings	
Camp construction.....	121
Camp construction, enrollees on.....	433
Conflicts with labor organizations by using enrollees..	433
Disposal of rigid-type.....	522
Fire protection, buildings of technical service.....	802
Limitations (expenditures).....	417

## Buildings (continued)

Portable buildings for side camps.....	126
Portable type camp buildings.....	525
Salvaging camp structures, enrollees on.....	433
Types of buildings on which CCC funds are used.....	418
Use of paint on camp buildings.....	122

C

Camp program.....	401
Camp site locations; new, changes in.....	401
Company assignments, colored.....	403
Company assignments, veteran.....	403
Company movements.....	406
Company movements, Liaison Officer reports on.....	407a
Camps not approved primarily for maintenance work.....	401
Periodic recommendations.....	401
Revisions in camp programs.....	403
Permits for temporary occupancy.....	527
Revisions in camp program.....	403
Camps, main (see also "Camps - side")	
Buildings, camp construction.....	121
Buildings, construction, use of enrollees on.....	433
Buildings, painting of.....	122a
Camp disposal commitments.....	527a
Custodian release following camp transfers.....	527a
Designations of.....	118
Disposal, excess and surplus (see "Property")	
Fire protection, buildings.....	802
Furnishings for camp quarters.....	327
Preparation for camp occupancy.....	406
Roads within and to, construction and maintenance.....	123
Release of custodian.....	435
Sites; leases.....	118
Sites, location, changes in.....	401
Structures, salvaging, enrollees on.....	433
Unoccupied new, jurisdiction of.....	126
Vacated camps	
Custody and rental payments.....	526
Custody of installed equipment.....	323
Removal of camp signs and markers.....	435
Temporarily vacated camps.....	126
Temporary occupancy permits.....	527
Title to buildings.....	527a
Transfer ownership of.....	126
Wood supply for.....	123
Work details.....	219
Camps, side.....	124

	<u>Page</u>
Camps, side (continued)	
At vacant main camps.....	123
Buildings, portable.....	126
Equipment, camp for.....	533
Wood supply.....	123
Central Repair Shops	
Charges.....	722
Operating fund.....	722
Operation.....	723
Settlement of accounts.....	723b
Certificate of performance on discharge papers.....	219
Certificate of valor award.....	219 - 1009
Citizenship requirements, employees.....	320
Civil Service appointment.....	303
Claims for damage.....	729
Acts of June 28, 1937 and December 28, 1922.....	729
Acts of May 27, 1930 and January 31, 1931.....	730
Act of April 10, 1928.....	730a
Clarke-McNary Law, planting stock.....	427
Classes of work permissible.....	408
Classification emergency jobs (see "Employees").....	301
Classification of expenditures.....	608
Clearing debris along Forest Service highways.....	420
Clothing, unusual items of.....	220
Clothing, field uniforms.....	328
Collections from S and P lands.....	731
Colored companies.....	403
Colors, standard, for cars, trucks and heavy equipment....	532
Commissary (employees).....	734
Companies	
Colored, assignment of.....	403
Movement of.....	406
Liaison Officers' reports on movement of.....	407a



	<u>Page</u>
Companies (continued)	
Transfer of (Corps' function).....	216
Veterans', assignment of.....	403
Veterans', selection of overhead.....	316
Compensation (pay and allowances) enrollees.....	204
Compensation for injury	
Employees.....	728
Enrollees.....	728
State CCC (injury) reports.....	728
Compressors, air.....	532
Construction of camp buildings.....	121
Contracts	
Authority to make.....	705
Copy for Finance Officer.....	708
Numbering of.....	708
Rental.....	708
State CCC.....	708
Waiver of fiscal regulations.....	503
Work contracts prohibited.....	429
Cooperation	
Army cooperation in handling difficulties.....	106
Bureau representatives cooperating in CCC.....	106
Cooperative agreements (see forms at end of Section 4)	
Departments and Federal organization.....	101
Private timberland owners.....	439
Projects not directly related to normal activities....	444
Purchases for cooperating agencies.....	533
Work projects	
Clearing rights-of-way for Rural Electrification	
Administration power lines.....	445
SCS and FS.....	438
Farm Security Administration.....	439
Fencing - erosion control.....	439
Fire	
Bureau of Reclamation.....	443
Office of Indian Affairs.....	443
Other agencies.....	443
SCS and FS.....	438
Private land, demonstrations on	
Forest stand improvement.....	441
Tree planting.....	442
Cooperative agreements (forms at end of Section 4)	
Correspondence with Director and Secretary.....	127



	<u>Page</u>
Cost keeping.....	724
National Forest units.....	724
State CCC.....	725
Cultural work permissible.....	423
Custodians, release following transfer of camp ownership...	526
 <u>D</u> 	
Damage claims (see "Claims for damage").	
Damages (equipment in transit).....	605
Dam projects, approval required.....	422c
Debris, clearing, along forest highways.....	420
Deductions, pay roll.....	710
Deductions, retirement.....	727
Dependents, definition of.....	203
Deposits (enrollee)	
Juniors.....	204
Veterans.....	204
Withdrawal and repayments.....	206
Designations, camp.....	118
Detachment, detail and allowances (enrollees).....	217
Details, camp (work).....	219
Director's office	
Correspondence with.....	127
Investigators from.....	103
Disaster relief.....	422
Disbursing officers, list of.....	701
Discharge papers.....	219
Discharged enrollees, re-enrollment of .....	201
Discipline (enrollees).....	210
Disposal of timber products cut by CCC.....	423

	<u>Page</u>
Drivers, liability insurance.....	329
Duration of enrollment, length of service.....	202
Duties of cooperating departments.....	102

## E

Electrical power furnished technical services.....	123
Employees and employment	
Advisor list (see "Advisor list procedure")	
Citizenship requirements.....	320
Classification.....	301
Allocated positions.....	301
Unallocated positions.....	301
Skilled workers.....	301
Unskilled labor.....	302
Employments for studies and planning activities.....	317
Fingerprinting.....	319
Hours of work.....	329
Insurance, liability, drivers.....	329
Leave.....	325
Medical attention.....	320
Personnel for veterans' companies.....	316
Physical examination.....	320
Political activities prohibited.....	328
Promotions - policy and procedure.....	323
Quarters and mess.....	327
Baths and latrines.....	327b
Deductions for quarters.....	327a
Relatives in Government employ.....	320
Retreat formation.....	329
Enrollees	
Authorized enrollment.....	201
Certificate for valor award.....	219 - 1009
Certificate of performance on discharge papers.....	219
Classification	
Allocated positions.....	301
Unallocated positions.....	301
Skilled workers.....	301
Unskilled labor.....	302
Miscellaneous.....	302
Clothing, unusual items of.....	220
Compensation	
Allotments and deposits.....	204
Change in allotments and deposits.....	205
Pay allowances.....	204
Withdrawal and repayment of deposits.....	206
Competitive athletics.....	434

	<u>Page</u>
Enrollees (Continued)	
Dependents, definition of.....	203
Detachment and detail allowances.....	217
Discipline.....	210
Appeal from decisions rendered.....	212
Disciplinary prohibitions.....	212
Disciplinary responsibility.....	210
Hearings when required.....	212
Punishment	
Appropriate measure of.....	211
Authority of organization commander.....	210
Decision as to punishment.....	211
Educational programs.....	432
Eligibility for enrollment.....	201
Enrolled strength of company overhead.....	218
Enrollment authorized.....	201
Enrollment, duration of.....	202
Enrollment of project assistants.....	203a
Fire lookouts.....	433
Hours of work and travel time.....	429
Labor - enrollee	
Building construction in conflict with organized labor.....	433
Camp building construction, use on.....	433
Details, camp work.....	219
Lookouts, fire.....	433
Outside employment of enrollees.....	434
Repair shops, use of enrollees in.....	433
Salvaging camp structures.....	433
Special work assignments.....	434
Leaders and assistant leaders.....	213
Leave of absence	
Based on overtime.....	209
Sick leave.....	208
To attend C. M. T. C.....	208
To attend school.....	208
With pay.....	207
Without pay.....	208
Loan of private cars prohibited.....	128 - 809
Meals, noon, delivery of.....	122a
Minors, state laws regarding.....	432
Motor vehicle, enrollee drivers' permits.....	809
Motor vehicle travel allowance.....	216
Night work.....	432
Project assistants.....	203a
Promotions	
To leaders and assistant leaders.....	213
To supervisory and facilitating personnel.....	214
Property accountability.....	220
Reinstatement.....	202
Rest periods.....	431
Safety in fire fighting.....	803

## Enrollees (continued)

Stand-by service.....	431
Task systems prohibited.....	432
Travel allowance.....	216
Transfer of	
Companies.....	216
Juniors.....	216
Veterans.....	216

## Equipment

Air Compressors.....	532
Anti-freeze, saving of.....	532
Care of equipment not required for immediate use.....	509
Camp equipment for side camps.....	533
Colors, standard for CCC equipment.....	532
Damaged in transit.....	605
Excess (see "Property").....	
Fire, protection of equipment, in buildings.....	802
Heavy equipment, performance records.....	511
Heavy equipment, service by dealers.....	511
Inventory reports (semi-annual).....	520a
Kits, first aid.....	806
License plates and insignia.....	528
Maintenance equipment purchase.....	505
Maintenance and repair - Central Repair Shop.....	510
Marking of equipment.....	528
Office, typewriters, furniture.....	505
Purchase, prohibitions.....	504
Rental of autos, trucks and heavy machinery.....	508
Repairs chargeable to other than CCC funds.....	720e
Side camp equipment.....	533
Surplus (see "Property")	
Tires and tubes (purchase).....	507
Tires, defective, service by dealers.....	511
Transfer of excess and surplus (see "Property")	
Transfer of heavy equipment.....	534
Transfer of, in camp moves.....	512
Transfer of property to motor repair divisions.....	522
Trucks	
Army, gas furnished.....	530
Parts for trucks and passenger cars.....	532
Recreational trips.....	510
Rental of.....	508
Responsibility for, if damaged while lent.....	511
Safety tags for.....	808
Service by dealers.....	511
Standard colors for.....	532
Training purposes, for.....	510
Transfer of, in camp moves.....	512
Wood procurement, for.....	510
Unserviceable (see "Property")	
Use and care of equipment.....	509

	<u>Page</u>
Executive Orders	
July 26, 1937.....	Appen. I-6
September 29, 1937.....	Appen. I-7
May 15, 1939.....	Appen. I-8
Exhibits.....	1008
At CCC camps.....	1008
Comptroller's decision.....	1008
Expenditures, authorized classes of.....	701
Expenditures, classification of.....	608
Expenditures, Department regulations applicable to.....	703

## F

Fatal accidents (see "Accidents")	
Federal Departments participating in CCC.....	101
Field clothes and uniform requirements.....	328
Field audits.....	736
Field printing.....	705
Film shipments, routing of.....	713
Financial statements (see "Reports")	
Fingerprinting.....	319
Fire cooperation (see "Cooperation")	
Fire fighting, financial adjustments.....	605
Fire fighting, safety of enrollees.....	803
Fire, garage equipment for.....	803
Fire lookouts, enrollees on.....	433
Fire protection, building, equipment.....	802
First aid kits.....	806
Fiscal irregularities.....	330
Fiscal regulations, state, changes in.....	734



	<u>Page</u>
Fiscal regulations, waiver.....	706
Fish and Wildlife Service.....	117
Fish hatcheries and rearing ponds.....	421
Flood cleanup and sanitation work.....	422b
Forfeited property.....	502
Forms (see end of each section)	
Fund accounting.....	717
Funds, transfer of.....	721
Funds, restriction on use of CCC.....	607
Furlough (see "Employees")	
Furnishings for camp quarters.....	327 - 505a
Furniture and office equipment (purchase).....	505

## G

Game, state departments, relations with.....	128
Garage doors, locking of.....	803
Garage equipment for fire use.....	803
Gasoline furnished Army trucks.....	530
Gasoline, handling of.....	532
General objectives CCC work.....	1002
General Supply Schedule (purchase).....	507
Governors, use of, required.....	803

## H

Hazards, hunting season.....	808
Historical records.....	1009
Holidays (national and religious).....	207

	<u>Page</u>
Hours of work -- educational programs.....	432 - 906
Hours of work and travel time.....	429

## I

Identification marks, removal of in transfers.....	522
Identification of CCC property (on records).....	726
Information	
Addresses.....	1007
CCC articles.....	1007
Exhibits.....	1008
Field procedure.....	1003
Historical records.....	1009
Information and Publications Committee.....	1006a
Legislation.....	1009
Motion pictures.....	1008
National Emergency Council requests.....	1004
News service and releases.....	1004
Office of information.....	1002
Opportunities and responsibilities.....	1001
Photographs.....	1007
Press releases - Director's office.....	1005
Press releases - suggested subjects for.....	1004
Publications.....	1006a
Injury (see "Compensation for injury")	
Inoculation and vaccination	
Employees.....	319
Enrollees.....	220
Insignia, license plates, marking equipment.....	528
Inspection reports, submission of.....	127
Insurance, drivers' liability	
Employees.....	329
Enrollees.....	735
Inventory, semi-annual, equipment.....	520a
Investigators from Director's office, list of.....	103
Irregularities, fiscal.....	330

## J

Job training.....	1005
-------------------	------

	<u>Page</u>
Jobs, unclassified and pay rates.....	301
Junior assistant to technician.....	304
 <u>K</u> 	
Kits, first aid.....	806
 <u>L</u> 	
Land acquisition, for administrative sites.....	128
Landing fields, airplane.....	426b
Latrines and baths, employees.....	327b
Leaders and assistant leaders, promotion to.....	213
Leases, camp site.....	118
Leasing of office space.....	533
Leave of absence	
Employees	
Annual and sick leave.....	325
Compensatory time.....	326
Furlough and leave without pay.....	326
Holidays.....	326
Enrollees	
Attend C. M. T. C.....	208
Attend school.....	208
Based on overtime.....	209
Military training.....	208
National holidays.....	207
Religious holidays.....	207
Sick leave.....	208
Suffrage rights.....	207
Without pay.....	208
With pay.....	207
Legislation, copies of.....	Appen. II-1 to II-4
Legislation, filing copies of.....	1009
Length of service, enrollees.....	202
Letters of authorization.....	711
Liability insurance	
Employee drivers:.....	329



	<u>Page</u>
Liability insurance (continued)	
Enrôllées.....	735
Liaison Officers	
List of.....	103
Report on company movements.....	407a
License plates, insignia.....	528
License, vehicle record.....	529a
Lighting plants, power pumps (prohibition).....	504
Limitations	
Building.....	417
Open market.....	503 - 704
Literature, subversive.....	127
Lockouts, fire.....	433
Lost time due to inclement weather (hours of work).....	429
Lumber produced by CCC not to be sold.....	426
<u>M</u>	
Mail, W. O. address.....	127
Mailing frank (use of by states).....	735
Maintenance equipment, purchase of.....	505
Manufacture of tools and other articles.....	426
Markers and camp signs, removal of.....	435
Markers, project, erection of.....	434a
Materials (see "Procurement" and "Supplies")	
Meals, noon, delivery of.....	122a
Medical attention, employees.....	320
Meetings	
Attendance at.....	703
Notification of.....	128
Mess and quarters.....	327

	<u>Page</u>
Military training, leave for.....	208
Minors, state laws restricting employment of.....	432
Monthly reports (see "Reports") ..	
Motion pictures, Director's restrictions.....	127 - 1008
Motor vehicles	
Enrollee drivers' permit.....	809
Purchase of.....	504
Prohibition on loan to enrollees.....	809

## N

National Emergency Council request for information.....	1004
National Park Service Regional Officers.....	116
News	
Camp personnel - promotions.....	1005
Field procedure, releases.....	1003
Job training.....	1005
Local publicity.....	1004
New camps.....	1004
Outgoing camps.....	1004
Outside jobs obtained.....	1005
Service and releases.....	1004
Night work, enrollees.....	432
Nurseries, state, use of enrollee funds.....	427

## O

Oath of Office.....	710
Objectives, general, CCC work.....	1002
Obligation reports.....	733
Office of Information, W. O.....	1002
Office space, leasing of.....	533
Office space, rental charges, CCC and other.....	606
Officers, cooperating bureaus.....	106
Open market limitation (purchases).....	503 - 704

	<u>Page</u>
Opportunities and responsibilities (information).....	1001
Orders, copies of, on Procurement Division to W. O.....	707
Organization.....	101
Outside employment of enrollees.....	434
Overhead, camp (enrollees).....	218

## P

Paint	
Camp buildings, use.....	122a
Standard colors for cars and trucks.....	532
Parts	
Exchange of used.....	518 - 533
For cars, trucks.....	532
Passenger cars, purchase and maintenance of.....	504
Pay and allowances (enrollees).....	204
Pay rates and classification.....	301
Pay rolls	
Deductions.....	710
Notation on Oath of Office.....	710
Transfers, information on.....	710
Pay skilled workers.....	301
Pay unskilled labor.....	302
Per diem rates.....	711
Photographs.....	1007
Physical examination, employees.....	320
Pictures, motion.....	1008
Pictures, motion - restrictions on taking.....	127
Planting stock	
Clarke-McNary (Law).....	427
Purchase price of.....	426a
Political activities prohibited.....	328

Purpose numbers.....	709 - 608
Press releases	
Director's office.....	1005
Suggested subjects.....	1004
Camp personnel.....	1005
Job training.....	1005
Local publicity.....	1004
New camps.....	1004
Outgoing camps.....	1004
Outside jobs.....	1005
Printing.....	705
Prison made goods.....	504
Procurement	
Authorities.....	603
Authorization.....	720
Procedure.....	704
Purchase	
Approval of Chief, Forest Service (\$500).....	503
Approval of Director (\$2,500 or more).....	503 - 704
For cooperating agencies.....	533
Furniture, typewriters, office equipment.....	505
Heavy equipment purchases.....	603
Maintenance equipment.....	505
Open market limitations.....	503 - 704
Passenger cars (and maintenance of).....	504
Planting stock, purchase price of.....	505
Prison made goods.....	504
Prohibitions in purchase of equipment.....	504
Purchases made by state CCC units.....	706
Quantity contracts.....	507
Gasoline.....	507
General Supply Schedule.....	507
Greases.....	507
Oil for motor vehicles.....	507
Tires and tubes.....	507
Restrictions on purchase by state CCC units.....	706
Retread machines, retread tires prohibited.....	505
States (see "State CCC")	
Waivers on purchases.....	503
Without reimbursement.....	501
Excess property in custody of War Department.....	502
Forfeited property.....	502
General requirements.....	501
Surplus property from Procurement Division.....	501
Program, camp, periodic recommendations.....	401
Program, camp, revisions in.....	403

	<u>Page</u>
Project Assistants.....	203a
Project markers, erection of.....	434a
Project work.....	408
Permissible classes (list of).....	410
Promotions	
Employees.....	213 - 323
News of promotions of camp personnel.....	1005
Property	
Accountability (enrollees).....	220
Accountability procedure.....	726
Accounting (see also "Receipts")	
Collections for lost property.....	726
Condemnation of property.....	726
Disposal of surplus property.....	726
Identification of CCC property..	726
Shipping tickets.....	726a
Washington office purchases.....	726a
Excess and surplus (see also "Procurement")	
Agencies eligible to receive surplus property.....	515
Authority for disposal of.....	514
Custody of War Department.....	502
Definitions (of excess and surplus).....	514
Disposal	
Portable camp buildings.....	525
Rigid-type buildings.....	522
Disposal (other than camps).....	517
Identification marks, removal of.....	522
Unserviceable property.....	517
Vacated camps	
Custody, rentals.....	526
Fixtures and equipment.....	523
Temporary occupancy permits.....	527
Title to buildings (vacated).....	527a
Forfeited.....	502
Loss, damage and destruction of.....	731
Transfer of, to War Department.....	522
Publications.....	1006a
Publicity (see "Information")	
Puerto Rico, allowances.....	605

## Q

Quantity contracts (purchase).....	507
------------------------------------	-----



	<u>Page</u>
Quarters and mess.....	327
Quarters deductions.....	327a
Quarters furnishings, purchase of.....	505a
 <u>R</u> 	
Rearing ponds, fish hatcheries.....	421
Receipts	
Property, loss, damage, destruction, etc.....	731
State and private lands, collections from.....	731
Voucher repayments.....	731
Reconciliation plan.....	736a
Records, historical.....	1009
Records, performance of heavy equipment.....	511
Recreational trips, safety on.....	808
Recreational trips, use of trucks on.....	510
Reduction in force (employees).....	321
Re-employment former Advisory list appointees.....	314
Re-enrollment, eligibility for.....	201
Reimbursement	
Army construction funds.....	723d
Gasoline furnished Army.....	723d
Regular appropriations (see "Fund accounting").....	721
Reimbursement vouchers	
Copies for Finance Officer.....	711
Federal regulations governing state officer travel....	711
Letters of authorization.....	711
Per diem rates.....	711
Reinstatement (enrollees).....	202
Releases, press.....	1005
Removal of camp signs and markers.....	435
Rental	
Charges, office space, CCC and other.....	606
Contracts.....	708

	<u>Page</u>
Rental (continued)	
Equipment and automobiles.....	508
Office space.....	533
Repairs (equipment) chargeable other than CCC.....	723e
Repair shops, use of enrollees in.....	433
Reports	
Accidents, fatal.....	804
Accident, monthly (CCC-104).....	801 - 807
Advisor List, Disqualification Report.....	315
Company movements from Liaison Officers.....	407a
Disposal of timber products cut by CCC.....	426
Employment, monthly (Form 11-A).....	330
Equipment, semi-annual (excess and heavy equipment)....	520a
Financial statement, Form 10 - 4 parts.....	602
Financial statements, monthly - Forms 672 and 673.....	733
Fiscal irregularities.....	330
Foreman's Individual Injury Report.....	802
Form CCC-7 and CCC-7X.....	435
Form F, camp disposition CCC camp structures.....	527c
Form G, camp disposition, completion report.....	527f
Inspection report, submission of.....	127
Obligation, monthly report.....	733
Training activities.....	905
Responsibilities	
Between Army and technical services.....	105
Financial, state officers.....	735
Opportunities and responsibilities (information).....	1001
Rest periods (enrollee).....	431
Restriction	
On private car driving.....	128
Employments for studies and planning activities.....	317
Employment minors, state laws.....	432
Flood cleanup and sanitation work.....	422b
Purchases by state CCC units.....	706
Taking motion pictures.....	1008
Use of CCC funds.....	607
Work on state, county, municipal or private lands.....	416
Retirement deductions.....	727
Retreat formation.....	329
Rights-of-way for improvement on private property.....	420
Roads within and leading to camps.....	123

	<u>Page</u>
Rules and regulations, safety.....	801
<u>S</u>	
Safety	
Assistant to project superintendent.....	806
Enrollees in forest fire fighting.....	803
Enrollees on recreational trips.....	808
Rules and regulations.....	801
Seats on trailers prohibited.....	804
Tags for trucks.....	808
Salary rates, employees.....	301
Sale of lumber produced by CCC prohibited.....	426
Sanitation work, flood cleanup.....	422b
Scheduling vouchers.....	709
Scheduling (transportation vouchers).....	712
SCS Regional officers and CCC Administrators.....	114
Seats in trailers prohibited.....	804
Selection eligibility (enrollees).....	201
Shipping tickets	
Army surplus material.....	726a
Transportation.....	712
Side camps (see "Camps, side")	
Skilled workers	
Pay of.....	301
Recruiting of.....	304
Signs and markers, removal.....	435
Snow removal, economy in.....	429
Speculation in stocks, bonds, etc., employees.....	328
Standards, truck trail.....	419
Stand-by service (enrollees).....	431
State and private land work.....	107



	<u>Page</u>
State CCC	
Motor vehicle laws (state) not applicable.....	735
Contracts.....	708
Cost keeping.....	725
Fiscal regulations, changes in.....	734
Injury reports.....	728
Nurseries, use of enrollees and CCC funds.....	427
Officer's financial responsibility.....	735
Purchases by CCC units.....	706
Restrictions on purchases by state CCC units.....	706
Travel, Federal regulations govern.....	711
Use of B/L's by states.....	712
State Forestry Departments.....	108
State Game Departments, regulations with.....	128
Statement, monthly financial.....	602
Subversive literature.....	127
Suffrage rights.....	207
Supplies	
Anti-freeze, saving of.....	532
Food furnished by technical service.....	534
Gasoline	
Purchase of.....	507
Furnished Army trucks.....	530
Handling of.....	532
Greases.....	507
Purchase of supplies (see "Procurement")	
Purchase for cooperating agencies.....	533
Supply Depot.....	707
Surplus property secured from Procurement Division.....	501
Symbols, Forest Service accounting.....	720

## T

Tags, safety, for trucks.....	808
Task systems.....	432
Telegrams.....	716
Telegrams, W. O. address.....	127
Telephone service.....	714

	<u>Page</u>
Telophone calls, personal and company.....	716
Timber products cut by CCC, disposal of.....	423
Tires (see "Equipment").....	
Tools and other articles manufactured.....	426
Trailers, seats in, prohibited.....	804
Training	
Academic instruction.....	901
Camp Educational Committee.....	903
Camp training program.....	901
C. M. T. C. (leave).....	208
Educational program..	432
Hours of work related to training.....	906
Job analysis.....	904
Job training (work projects).....	1005
Lines of authority.....	902
Material.....	905
Off the job.....	905
On the job.....	904
Project analysis.....	905
Publications.....	1006d
Reports (training).....	905
Responsibility for.....	901
School (leave).....	208
Supervision.....	905
Vocational.....	902
Transfers	
Camp ownership.....	126
Companies.....	216
Employees, from other Government agencies.....	315
Enrollees, juniors.....	216
Enrollees, veterans.....	216
Equipment (see "Equipment")	
Funds (major procurements).....	721
In company moves.....	315
(Information on payrolls).....	710
Property to motor repair divisions.....	522
Transportation (fiscal)	
Billing instructions.....	712
Bills of Lading, "TR".....	712
Film shipments, routing of.....	713
Scheduling (vouchers).....	712
Shipping tickets.....	712
Use of B/L's by states.....	712

Travel	
Advance funds.....	711
Allowance for motor vehicle.....	216
Authorization for enrollees on detached service.....	711
Commercial.....	216
State, Federal regulations govern.....	711
Time and hours of work.....	429

Trucks (see "Equipment")

Truck trail standards.....	419
Typewriters (purchase).....	505

U

Unallocated jobs and pay rates.....	301
Unemployed and dependents, definition of.....	203
Uniforms (employees).....	328
Unskilled labor.....	302
Use of CCC funds, restrictions on.....	607
Use of enrollees as fire lookouts.....	433
Use of regular (F. S.) personnel:.....	316
Use of CCC personnel, equipment in disaster relief.....	422
Use of CCC labor and funds in state nurseries.....	427
Use of enrollees on special assignments.....	434

V

Vacancies filled by promotion:.....	314
Vacated camps (see "Camps")	
Vaccination and inoculations	
Employees.....	319
Enrollees.....	220
Veteran companies	
Assignment of:.....	403
Selection of overhead personnel.....	316

	<u>Page</u>
Veterans' families, movement of.....	220
Veterans, transfer of.....	216
Vocational training.....	902
Vouchers	
Officials authorized to certify.....	709
Procedure.....	709
Purpose numbers.....	608 - 709
Reimbursement (see also "Reimbursement vouchers").....	711
Repayments (see "Receipts").....	731
Scheduling of.....	709
 <u>W</u> 	
Waiver on CCC purchases.....	503
Washington office	
Authority of CCC as unit in Forest Service.....	107
Equipment fund.....	603
Purchases.....	726a
Water systems.....	419
Wildlife feeding, emergency.....	420
Wood supply, camp.....	123
Work (see "Cooperation")	
Building construction.....	433
Camp details.....	219
Contracts, work, prohibited.....	429
Cultural work permissible.....	423
Flood relief and sanitation work.....	422b
Hours of work and travel time.....	429
Night work (enrollees).....	432
Not authorized after camp evacuation.....	434
Objectives, general.....	1002
On lands of different ownership.....	603
Permissible classes of.....	408
Restrictions governing, on miscellaneous lands.....	416
Salvage.....	433
State and private land work.....	107
Task systems.....	432
Workers, skilled	
Pay of.....	301
Recruiting of.....	304
W.Q. Bills of Lading.....	712

## SYSTEM OF AMENDMENTS

### Please Review Carefully

Currently, as the issue of corrections or new instructions require, amended or additional sheets for direct insertion in the Handbook will be issued. Amendments will be of the two general classes described below. Each amended or additional page will carry in the upper corners the designation and the supplement number together with date of issue, as:

CCC Hbk  
WO

Sup. 12 (4/27/38)

Class One amendments, which will ordinarily consist of but one sheet, will cover one or more minor corrections or changes which should be made in longhand on the page or pages indicated. These amendment pages, as issued, will be numbered consecutively at the bottom with Roman Numerals. The supplement number will appear only in the upper right corner, and it is suggested that it be shown on the margin of the corrected page opposite the line corrected, as a later cross reference to the supplement sheet. After the necessary corrections have been made these supplement sheets are to be inserted in the Handbook immediately following this explanation of "System of Amendments" and "Record Of Supplements" pages.

Class Two amendments will cover other than minor corrections and will be issued as replacement and/or additional sheets to be inserted at the place indicated by the Arabic Numerals at the bottom thereof. Additional pages will be





numbered as 3l0a, 3l0b, etc., except where they are to be placed at the end of a section, in which case the letter will be omitted.

The first time a given page is replaced, or a new one added, the newly issued page will carry but one supplement number in the upper right corner. Each subsequent re-issue of the same page will result in an additional supplement number appearing in the upper right corner. The supplement number or numbers will likewise be placed at the start of amended or additional captions and at the start of each amended or additional paragraph under such caption.

Whenever a supplement sheet covering either a class one or class two amendment is inserted, an entry should be recorded at the proper place on the following "Record Of Supplements" pages indicating the page or pages involved and the date of issue.

For future reference, the Washington CCC Office will, and each Regional CCC office should keep in their files the contents of one of the Handbooks now being replaced by the revised edition, and one complete set of pages which, in the future, become obsolete. The file of obsolete pages will enable anyone interested to determine exactly what changes have been made from time to time.





# RECORD OF SUPPLEMENTS

Supp. No.	Page or Pages	Date	Supp. No.	Page or Pages	Date
1	503, 704	9/3/38	26	421-422c	12/9
2	I	9/15/39	27	311-12	12/9
3	529a	9/23	28	411-12 426a-26b	1/5/39
4	507	9/23	29	434-434a	1/14/39
5	406	9/26	30	707 -	1/24/39
6	320	9/27/39	31	601-608 - 703-10 - 717-20	1/27/39
7	II	9/27	32	433-34 -	2/3/39
8	III	10/24	33	417-18 -	2/1/39
9	314	10/6	34	519-20 -	3/5/39
10	305	10/10	35	736a-736b	3/1/39
11	423	10/10	36	321-322a -	3/2/39
12	IV	10/28	37	127-29 -	3/25/39
13	305	10/31	38	VI 4/1/39	
14	426	11/8	39	801-802 -	4/1/39
15	520	11/8	40	104 VII	5/1/39
16	322	11/10	41	103, 106-114	5/1/39
17	729, 30, 32a	11/16	42	419-20, 426a-428	5/2/39
18	444, 445	11/17	43	VIII 5/2	
19	426	11/25	44	203-4 -	5/18/39
20	II	11/23	45	420 -	5/27
21	431-434a -	11/23	46	802 -	6/5
22	527-527a -	11/23	47	426a -	6/3
23	123-126	12/1	48	303 -	6/5
24	425-26a	12/5	49		
25	VI 12/5-517-18		50	733-34	6/2



# RECORD OF SUPPLEMENTS - (2)

Supp. No.	Page or Pages	Date	Supp. No.	Page or Pages	Date
51	425	6/2/39	76	F-1 to F-6	3/2/39
52	122	3/2/39	77	417-18	3/2/39
53	503, 504	6/5/39	78	203-203a	6/5/39
54	503, 504, 504	7/7/39	79		
55	505	7/7/39	80		
56	101, 2, 201, 203a Insert D, 203B 205, 514	7/7/39	81	504	10/6/39
57	319	7/8/39	82	527h	10/7/39
58	721, 730a	7/8/39	83	118	10/12/39
59	304	7/10/39	84	519	10/12/39
60	306, 09, 10, 11, 12, 13, 14 15	7/7/39	85	523	10/16/39
61	316	7/11/39	86	518	10/17/39
62	305	7/20/39	87	406, 407, 408	10/20/39
63	002-D1 422e, 228	7/23/39	88	121-124	10/26/39
64	301, 02	7/26/39	89	426h	11/1/39
65			90	803	11/2/39
66	Form E, Form 1	7/27/39	91	802	10/31/39
67	729	8/7/39	92	229, 906	11/4/39
68	709, 710	8/7/39	93	426a	11/30/39
69	711	8/8/39	94	438, 440	11/30/39
70	717, 718, 719	8/9/39	95	108, 109, 111, 113, 115, 117	12/1/39
71	720, 721 Insert E	8/9/39	96	367, 313	12/1/39
72	711, 711a	8/9/39	97	22	12/1/39
73	327	8/16/39	98	Appendix 1	2/5/40
74	304	8/21/39	99	102, 103, 112	2/8/40
75	175	8/31/39	100	128, 809	



RECORD OF SUPPLEMENTS - (3)

Supp. No.	Page or Pages	Date	Supp. No.	Page or Pages	Date
101	309, 310	2/13/40	126	127	7/25/40
102	518, 518a	2/20/40	127	203a	8/1/40
103	511, 511a, 512	2/4/40	128	123	8/5/40
104	511	2/28/40	129	123	8/8/40
105	128, 328	4/8/40	130	1006a, f 1006c, d, 07, 08, 1001, 100n, 1009	8/17/40
106	327	4/9/40	131	126, 126a	8/19/40
107	122	4/10/40	132	122a	9/14/40
108	501, 502	4/16/40	133	30newand	9/13/40
109	533	4/16/40	134	xiv	9/14/40
110	905	5/6/40	135	526, 529	10/4/40
111	122	5/10/40	136	602, 03, 04, 05, 08, 09, 10 11, 12, 13, 14, 15, 16, 17, 18, 19, 20	10/17/40
112	326	5/10/40	137	21, 22 522	10/31/40
113	218	5/15/40	138	104	10/31/40
114	203a, 203b, c, d, e, f 304, 546	7/2/40	139	506, 506a	11/4/40
115	510, 511, 529a	6/5/40	140	200 2/1/40	11/20/40
116	203	6/21/40	141	xv	11/22/40
117	Appen. A-1	7/1/40	142	II-5	12/3/40
118	532, 533	7/2/40	143	401	11/27/40
119	Appen. A-2, A-3	7/5/40	144	122a	11/25/40
120	809, 10, 11, 12	7/2/40	145	522	12/5/40
121	529a, b, 30	7/8/40	146	520, 520a	12/11/40
122	109, 110, 111, 113	7/16/40	147	612, 616	12/15/40
123	128	7/17/40	148	703	12/25/40
124	434, 434a		149	629f	11/1/41
125	412	7/15/40	150	709, 710, 711, 712, 717, 718 719, 720, 721, 722, 733	1/7/41





# RECORD OF SUPPLEMENTS - (4)

Supp. No.	Page or Pages	Date	Supp. No.	Page or Pages	Date
151	405	1/10/41	176	316	7/29/41
152	325, 326	1/14/41	177	809	6/9/41
153	202	1/18/41	178	Index	6/9/41
154	103	1/18/41	179	418	6/14
155	522	1/20/41	180	529h	6/17
156	106, 07	1/29/41	181	504	7/8
157	203a	1/29/41	182	103	8/5
158	327, 505a	1/29/41	183	510	8/8
159	329	1/29/41	184	327h	8/11
160	<u>XVIII</u>	2/13/41	185	103, 104, 701-2	9/3
161	529h	3/22/41	186	220	9/3
162	118	3/21/41	187	228	9/3
163	108, 116, 117	3/21/41	188	802	9/4
164	216, 217	3/23/41	189	217	9/11
165	716	3/28/41	190	427	10/27/41
166	723c	4/10/41	191	327, 327h	11/17/41
167			192	509	11/17/41
168			193	302	11/15/41
169	617	5/2/41	194	104, 05,	12/18/41
170	202	5/13/41	195	417, 18	12/27/41
171	505	5/21/41	196	327a, h	1/3/42
172	327	5/22/41	197	429, 30	1/4/42
173	319	5/28/41	198	107	4/17/42
174	322, 322a	5/28/41	199	103	2/5/42
175	320	5/28/41	200	304	3/11/42
	<u>316</u>				



RECORD OF SUPPLEMENTS - (4)

Supp. No.	Page or Pages	Dates	Supp. No.	Page or Pages	Dates
201	527	2/12/42	225		
202	104	3/9/42	226		
203	122, 122a	4/25/42	227		
204	304, 302a	4/29/42	228		
205	301, 304-18	5/12/42	229		
206			230		
207			231		
208			232		
209			233		
210			234		
211			235		
212			236		
213			237		
214			238		
215			239		
216			240		
217			241		
218			242		
219			243		
220			244		
221			245		
222			246		
223			247		
224			248		



Sup. 2 (9/15/38)

Please make the following changes in your copy of the new CCC Handbook and insert this amendment following RECORD OF SUPPLEMENTS in the front of the book.

✓ Page 103: Paragraph INVESTIGATORS FROM DIRECTOR'S OFFICE - Delete "Harry Collier" (no new appointment being made).

✓ Page 104: Paragraph LIST OF LIAISON OFFICERS CCC - Stanton G. Smith, 3rd Corps Area - change address from "Old Post Office" to "Room 309, Hearst Tower Building, Baltimore, Maryland".

✓ Page 106: Paragraph CCC REPRESENTATIVES OF COOPERATING BUREAUS IN THE DEPARTMENT OF AGRICULTURE - Delete "William Jackson" and substitute "Earl C. Sanford, General Superintendent, National Agricultural Research Center, Beltsville, Maryland".

Page 107: Bureau of Plant Industry - Delete "Dr. Carl Hartley, Principal Pathologist" and substitute "C. S. Schoenhals, Administration Bldg., Room 204 West".

✓ Form REPORT OF SIDE CAMP ESTABLISHED, and Form REPORT OF SIDE CAMP DISCONTINUED -- following Page 128 - File designation "CCC Camp Program, Side Camps" should be changed to "CCC Plans, Camp Program, Side Camps".

✓ Page 304: Paragraph PROJECT ASSISTANT POSITIONS - line one; May 12, 1928 should be changed to May 12, 1938.

✓ Page 312: APPOINTMENT CREDITS - second paragraph, third line - date "June 1, 1937" should be changed to "June 1, 1938".

✓ Page 327: QUARTERS AND MESS - Delete fourth paragraph regarding payment for laundering of government sheets and pillow cases at camps.

✓ Pages 503 & 704: Preceding paragraph headed, ADVANCE APPROVAL OF REPRESENTATIVE, DEPARTMENT OF AGRICULTURE, CCC - make the Supplement notation "(1)".

Form following Page 534: Please substitute the new Form attached.

FRED MORRELL,  
Assistant Chief, Forest Service.





Sup. 7 (9/27/38)

Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "I".

- ✓ Page 112: State Foresters List - North Dakota; substitute Albert F. Aronson for Raymond W. McLees.
- ✓ Page 114: Biological Survey - Regional Directors - Region 1; William M. Ruch - - change to Rush.
- ✓ " " Region 5; Roy Moore, change address to - 1105 Masonic Temple Building, New Orleans, La.
- ✓ " " Region 8; S. B. Locke, change address to - 1139-41 Park Square Building, Boston, Mass.
- ✓ Page 116: Regional Conservator - Region 11; delete W. A. Rockie and substitute J. H. Christ.
- ✓ Page 120: Paragraph numbered 3 - 5th line, delete the words of interest and substitute concerned.
- ✓ Page 124: Last line of paragraph at top of page - delete on page 124 and substitute under "Side Camps".
- ✓ Page 534: Under FOOD SUPPLIES FURNISHED BY TECHNICAL SERVICE: Sentence starting, "In connection with the above" - change Paragraph 54 (M) to 79d(1).
- Page 601: Paragraph - 1. Operating - 3rd line; delete (2) and insert paragraph 2. Special Projects.

FRED MORRELL,  
Assistant Chief, Forest Service.



Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "II".

✓  
Page 514: Remove pages 514 to 527 inclusive. Also sample form at end of section designated - CCC, Supply, Surplus Property - and insert the attached revised instructions and Forms F and G.

FRED B. AGEE,  
Acting Assistant Chief, Forest Service.



Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "III".

Under Section 3 - Personnel-Employees, in every instance where the words "Friant List" appear, substitute therefor the words "Advisor List". Corrections are necessary on the following pages:--

✓ Page 304: The second paragraph under the heading SKILLED WORKER AND TRADESMEN POSITIONS.  
✓ The last line under the heading JR. ASSISTANT TO TECHNICIAN POSITIONS.

✓ Page 306: Second line under heading SECRETARY'S ORDER.

✓ Page 308: The last two paragraphs in the last lines.

✓ Page 309: Under paragraph numbered 2, it appears in the last line. In paragraph beginning "Preference should be given ....." - in the first and last lines.

✓ Page 310: Under paragraph beginning "Positions normally requiring ....." - last line.

✓ Page 312: The first line at the top of the page.

✓ Page 313: The last line under the fourth heading.

Page 322: Under paragraph numbered (6) - first, second, fourth and fifth lines.

Page 307) In each instance where the words "Mr. Friant" or  
308) "Mr. Julien N. Friant" are used, please delete and  
313) substitute therefor the title "Secretary's Special  
315) Assistant".

FRED B. ACEE,  
Acting Assistant Chief, Forest Service.





Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "IV."

Page 121:    CAMP BUILDING CONSTRUCTION - change the item "Four (4) Barracks 20' x 130' x 7 $\frac{1}{4}$ '" to -- "Five (5) Barracks 20' x 120' x 7 $\frac{1}{4}$ '".

Page 314:    Under heading, DISQUALIFICATION - paragraph 2. -- Delete the words "or State Special Clerical List."

FRED MORRELL  
Assistant Chief, Forest Service.



Sup. 25 (12/ 5/38)

Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "V".

Page 523: ✓ First line under "A. Fixtures (built-in)" - change to read:

\*Gravity and large outdoor tanks  
and towers

Page 524: ✓ Under "A. Fixtures" - add asterisk in front of 6th item "Shelving" and 8th item "Deep well pump cylinders - - -"

Under "B. Operating Accessories - cross out item "Large outdoor supply tanks" and add asterisk in front of last item "Pumps and pump motors."

FRED MORRELL  
Assistant Chief, Forest Service.



Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "VI".

✓ Page 301: Under Skilled Workers - the rate of pay for "Mechanics, Tractor, Pump and Auto" should be corrected to read -  
"\$90 to \$150 per month"

✓ TRAINING SECTION - following the forms which are to be found at the end of the Training Section, please insert the attached form QUARTERLY REPORT OF ENROLLEE TRAINING and attached instructions.

✓ Page 1009: Following paragraph headed Award of Valor - insert new heading and instructions as follows:

ATTENDANCE AT MEETINGS

(see pages 128 and 703)

✓ Page 736c: Remove page 736c and substitute new pages 736e and 736g attached herewith.

L. C. STOCKDALE  
Acting Assistant Chief, Forest Service





Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "VII".

- ✓ Page 104: 4th Corps Area - change address of Liaison Officer from Glenn Building to Post Office Building.
- Page 117: NATIONAL PARK SERVICE - REGIONAL OFFICERS - make the following changes:
  - ✓ Region 1 - eliminate Dr. Carl Russell - substitute Miner R. Tillotson.
  - ✓ Region 3 - eliminate Herbert Maier - substitute Hillory A. Tolson (acting).
- ✓ Page 506: heading THROUGH SUPPLY OFFICER, SUPPLY DEPOT, OAKLAND - change Oakland to ALAMEDA.
- ✓ Page 530: Under heading GASOLINE FURNISHED ARMY TRUCKS - 3rd paragraph - change Oakland to ALAMEDA.
- ✓ Page 707: under heading SUPPLY DEPOT - change Oakland to ALAMEDA.
- ✓ Page 709: 3rd paragraph - Procurement Authority Designation - change CP to GA - and change A 0100-8 to A 0100-9.

FRED MORRELL,  
Assistant Chief, Forest Service.



Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "VIII".

Page 503: First paragraph, change title and following lines to read:

"ADVANCE APPROVAL OF CHIEF, OFFICE OF CCC ACTIVITIES, DEPARTMENT OF AGRICULTURE. Advance approval of the Chief, Office of CCC Activities, Department of Agriculture is required ....."

" " Fourth paragraph (Waived) change last three lines to read: " ... approval of the Chief, Office of CCC Activities, Department of Agriculture, for purchases exceeding \$2500."

Form letter following Page 534, designation "CCC, Supply, Rep. USDA Approval:" Change designation to "CCC, Supply, Authorizations, USDA Approval."

Change first paragraph to read: " ... the approval of the Chief, Office of CCC Activities, Department of Agriculture be obtained ..."

Bottom of page under NOTE: Change to read "... must reach the Chief, Office of CCC Activities, Department of Agriculture who will act ..."

Page 704: Second paragraph, title: change to read "Advance Approval of Chief, Office of CCC Activities, Department of Agriculture."

" " Third paragraph, 5th line, change to read " ... requires the approval of the Chief, Office of CCC Activities ..."

" " Fourth paragraph, third line, change to read " ... that approval of the Chief, Office of CCC Activities has been obtained."

FRED MORRELL,  
Assistant Chief, Forest Service.



Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "IX".

Page 309 - Paragraph numbered 3. Clerical and Technical (not requiring professional training and needed for periods in excess of 90 days). - first line - delete clerk making it read as follows:

Clerk-typist series (Under, Junior, Asst., Clerk)

Page 718 - Correct date of Sup. 70 in upper right-hand corner of page to read "Sup. 70 (8/9/39)"

Page 719 - Correct supplement designation to read "Sup. 70 (8/9/39)"

Page 720 - AGRICULTURAL ENGINEERING SUB-PROCUREMENT NUMBERS - delete this heading, the following table and explanatory paragraph.

FRED MORRELL  
Assistant Chief, Forest Service.



Sup. 79 (9/15/39)

Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "X".

Page 107: Delete the following:  
BUREAU OF AGRICULTURAL ENGINEERING -  
Mr. L. A. Jones, Chief,  
South Bldg., Room 5016 Div. of Drainage  
  
BIOLOGICAL SURVEY -  
Mr. W. C. Henderson Associate Chief  
South Bldg., Room 3851

Page 203: First paragraph, sixth line, underline the word  
"cannot".

Page 204: Delete in last line of first paragraph:  
"Approved by the Director July 1, 1937"  
  
Delete in last two lines of second paragraph:  
"This requirement was approved by the  
Director on July 1, 1937" ✓

APPENDIX. INSERT-F: First paragraph, last line, beginning --  
"continue \*\*\* until July 1, 1943 \*\*\*" --  
delete the word until.

Page F-5: Delete "Approved by the  
President August 7, 1939"





Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book numbered "XI".

Page 323: Allocated Personnel - in numbered paragraph (2) (b) - the words "fiscal year 1939" should be changed to "1940" and the date of "July 1, 1938" changed to "July 1, 1939".

Page 739: Under heading "Purpose No." - 1-1295, Repair and Alternation of Communication Service Equipment - Purpose No. should be 1-1285.

FRED B. AGEE  
Acting Assistant Chief, Forest Service.



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Sup. 129 (8/8/40)

Please make the following change in your copy of the CCC Handbook and insert this amendment following the page in the front of the book which is numbered XII.

PAGE 111: Change the name of the Nebraska Extension Forester from Clayton W. Watkins to Earl G. Maxwell.

FRED B. AGEE  
Acting Assistant Chief, Forest Service.



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Sup. 734 (9/14/40)

Please make the following change in your copy of the CCC Handbook and insert this amendment following the page in the front of the book which is numbered XIII.

PAGE 110 - Delete the name V. H. Sonderegger as state forester of Louisiana and substitute therefor the name M. E. Brashears.

FRED B. AGEE  
Acting Assistant Chief, Forest Service.



Please make the following change in your copy of the CCC Handbook and insert this amendment following the page in the front of the book which is numbered XIV.

PAGE 611 - Last line, change word "minor" to read  
"emergency."

PAGE 613 - Delete heading "(09) Advertising" and the  
two lines thereunder.

L. C. STOCKDALE,  
Acting Assistant Chief, Forest Service.





Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book which is numbered XV:

PAGE 737 -- Remove Pages 737 to 741 inclusive, as the same information is given in greater detail in the Finance Section of this Handbook.

L. C. STOCKDALE  
Acting Assistant Chief, Forest Service



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Sup. 150 (1/7/41)

ADDITIONAL CHANGES WHICH SHOULD HAVE BEEN INCLUDED IN SUP. 150 1/7/41.

Please make the following change in your copy of the CCC Handbook and insert this amendment following the page in the front of the book which is numbered XVI:

BLANK PAGE (following page 731): Place following designation at right-hand top of page: "Sup. 150 1/7/41"

Make the following notation:

Material previously shown on this page has been deleted.

Number page "- 732 -" at bottom of page.

L. C. STOCKDALE  
Acting Assistant Chief, Forest Service



Please make the following changes in your copy of the CCC Handbook and insert this amendment following the page in the front of the book which is numbered XVII.

PAGE 103: Under list of INVESTIGATORS FROM THE DIRECTOR'S OFFICE:  
insert the name "Ernest L. Dugas" opposite the states  
"Utah, Montana, Wyoming, Colorado, Oklahoma."

PAGE 734: Sec. 14, 10th line - Change "\$50" to "\$100".

L. C. STOCKDALE  
Acting Assistant Chief, Forest Service.









(133) September 1, 1938.

Sup. 133 (9/13/40)

(133) (FOR ADMINISTRATIVE USE)

### FOREWORD

This CCC Handbook is intended for use by Regional and Washington Offices only, and its issuance will not change the practice of each Region issuing its own instructions covering CCC work to field officers (Forest Supervisors, State Foresters) through the medium of Regional Handbooks or other means.

Existing regulations, policies, instructions, and practices pertaining to regular Forest Service activities will be followed in the administration of CCC activities assigned to the Forest Service except where deviations are necessary to meet requirements of law and instructions of the Director, or are authorized to meet problems peculiar to the CCC work. Regulations and instructions pertaining to the regular activities of the Service are set forth in the Regulations of the Department of Agriculture, Forest Service Manual etc., and are repeated herein only to a very limited extent. This Handbook contains only such additional instructions as are required to authorize and insure the carrying on of the CCC project by the Forest Service in conformity with the Law, Executive Orders, and policies of the Director, Secretary of Agriculture, and Chief, Forest Service, and information on certain matters within the jurisdiction of the War Department which are of more than usual concern to the Technical Services. For detailed information regarding War Department instructions, Forest officers should consult the miscellaneous War Department regulations and orders relative to the CCC.



## SECTION 1. SUPERVISION

### ORGANIZATION

DIRECTOR AND DEPARTMENTS PARTICIPATING: The Act, entitled, "An Act to establish a Civilian Conservation Corps, and for other purposes", approved June 28, 1937 (Public No. 163, 75th Congress), authorizes the President, by and with the advice and consent of the Senate, to appoint a Director of the Civilian Conservation Corps. It provides that the Director shall have complete and final authority in the functioning of the Corps, including the allotment of funds to cooperating Federal departments and agencies, subject to such rules and regulations as may be prescribed by the President in accordance with the provisions of the Act.

On June 29, the President nominated Mr. Robert Fechner to continue as Director of the CCC for the three year period starting July 1, 1937. The nomination was confirmed by the Senate on July 1, 1937.

Executive Order No. 7677-A, issued on July 26, 1937, reads, in part as follows:

"the Secretary of War, the Secretary of Agriculture, the Secretary of the Interior and the Secretary of Labor are requested to cooperate with the Director of the Civilian Conservation Corps in carrying out the purposes of the said Act of June 28, 1937. Each of the said Secretaries shall appoint a representative who shall, upon request of the Director, confer with him and under his direction aid him in prosecuting effectively the purposes contemplated by the said Act.

"This order shall be effective as of July 1, 1937."

Executive Order No. 7717, issued on September 29, 1937, amended the first paragraph above quoted, by adding the "Administrator of Veterans' Affairs" and requiring that he also appoint a representative for the purposes above outlined.

(56) Executive Order #8133, May 17, 1939 amends Executive Order No. 7677-A July 26, 1937, cooperation with Secretaries of War, Interior, Agriculture and Labor (Director's Council) by eliminating the Department of Labor as one of the Cooperating Departments.

(56) The four appointed representatives constitute an Advisory Council to the Director, and in turn head up the CCC work within their respective Departments.

(56) The three Departments and the Veterans' Administration, above named, are cooperating in carrying on CCC work as follows:

War Department is responsible for the enrollment, outfitting, and conditioning of the men, and the operation of the camps as to administration, housing, subsistence, sanitation, medical care, and leisure time activities.

Department of Agriculture, and Department of the Interior are primarily responsible for the selection of work projects and for the employment of the men thereon.

Veterans' Administration will handle the selection of Veteran enrollees and will take action towards promoting the general interests and welfare of the Veteran enrollees.

The Director and the members of the Advisory Council are as follows:

(99)	Director, Civilian Conservation Corps.
(99) Gen. J. A. Ulloa	Brigadier General, General Staff; Representing the War Dept. in CCC Work.
Fred Morrell	Chief, Office of CCC Activities, Representing the Department of Agriculture.
Conrad L. Wirth	Assistant Director, National Park Service, Representing Department of the Interior.
E. C. Bailey	Representing the Veterans' Administration.

(182) INVESTIGATORS FROM DIRECTOR'S OFFICE: The following is a list of the ten special investigators working from the office of the Director and the territory assigned to each. (This list has previously been amended by Supplements 2, 41, 99, 154 and 160.)

<u>Name</u>	<u>Territory Assigned</u>
Patrick J. King	Conn., Me., Mass., N.H., R.I., Vt., N.Y., Pa.
Ross Abare	Del., N.J., D.C., Md., Va., W.Va., Ohio (East of Columbus)
J. C. Reddoch	Ind., Ky., Tenn., Mich., Ohio (West of Columbus)
Neill McL. Coney, Jr.	La., Miss., Texas, Okla.
H. G. Chafey	Ill., Wisc., Minn., Iowa.
F. B. McConnell	Ark., Kan., Mo., Neb., N.D., S.D.
J. S. Billups	Ala., Fla., Ga., N.C., S.C.
Ernest L. Dugas	Colo., Wyo., Mont., Utah.
M. J. Bowen	Ariz., N.Mex., Nev., Calif. (Los Angeles Dist., Fresno Dist., Sacramento Dist.)
A. W. Stockman	Idaho, Ore., Wash., Calif. (Medford Dist.)

All investigators are instructed by the Director to contact Company Commanders and Project Superintendents before making a Camp or Project inspection. Investigators are likewise instructed to contact Corps Area Commanders, District Commanders, State Foresters, Regional Administrators, and any other authority having sectional control or jurisdiction over the CCC.

(199) LIAISON OFFICERS: A CCC Liaison Officer is stationed at each Corps Area headquarters (except 1st Corps) who acts as coordinator between the Army and Technical Services participating in CCC work within the Corps Area. In general his duties are to interpret plans, practices, policies, methods and points of view between the Army and the Technical Services, with the controlling thought of preventing misunderstandings rather than straightening out misunderstandings after they occur. All Technical Services are expected to make full use of his services.

The Liaison Officer spends much of his time in the field contacting Army and Technical Service representatives in both the larger administrative units and the camps. Occasionally he makes field trips with representatives of the Army or Technical Services. In this way he becomes acquainted with the personnel, their problems and the varied conditions under which they are working in the camps and obtains a



background of information necessary to understand the points of view of each of the agencies with which he is dealing. He does not function as an inspector and does not assume authority in CCC administration or personnel affairs unless this authority has been expressly delegated or specifically invited. He recognizes and uses the regular administrative channels of the various agencies in his dealings with them.

(207) The Chief Liaison Officer has his office with that of the Department of Agriculture CCC Representative, South Building, Department of Agriculture, Washington, D. C.

(207) He has general supervision of the Corps Area Liaison Officers and makes periodic field inspections of their work. He also maintains frequent contact with the Army CCC Officers and with executive officers of all Technical Services in Washington.

Specifically the Liaison Officer coordinates between the Army and the Technical Services such matters as side camps, working hours, lunches, company overhead, Technical Service quarters, training and education, location of side camps, placing of colored companies, miscellaneous details, etc. He acts as clearing officer in the disposition of surplus camp buildings and improvements. He also furnishes the Army with circular information in which they may be concerned issued by the Technical Services and vice versa.

#### LIST OF LIAISON OFFICERS, CCC

(This list has been amended by Sups. 2, 40, 138, 154, 167, 194, & 199)

<u>Corps</u>	<u>Name</u>	<u>Address</u>
Chief Liaison Officer	Roy S. Richardson	Room 5022, South Building Washington, D. C.
I	F. A. Gaylord (Stationed at 2nd Corps Area)	Army Base Boston, Massachusetts
II	F. A. Gaylord	Room 302 641 Washington St., New York City, N.Y.
III	Stanton G. Smith	309 Hearst Tower Bldg., Baltimore, Maryland
IV	Burton M. Graham	Post Office Building Atlanta, Georgia
V	B. P. Maloney	Fort Hayes Columbus, Ohio
VI	John McLaren	Room 1807, Civic Opera Bldg., 20 North Wacker Drive Chicago, Illinois

	<u>Corps</u>	<u>Name</u>	<u>Address</u>
(194)	VII	John S. Bowen	Federal Office Building Omaha, Nebraska
	VIII	John C. Roak	Fort Sam Houston San Antonio, Texas
	IX	Kenneth Wolfe	The Presidio San Francisco, California

DIVISION OF RESPONSIBILITIES BETWEEN THE ARMY AND TECHNICAL SERVICES

<u>Army</u>	<u>Technical Services</u>
1. Build and equip the main work camps, at the locations specified by the Technical Service.	1. Select camp locations with relation to the work to be performed.
2. Transport men to work camps from the conditioning camps.	2. Transport the men from the work camp to the job and back and on the job.
3. Feed the enrolled men and others quartered at the camps; provide medical attention and hospitalization and handle compensation cases of enrolled men and maintain discipline in camp.	3. Furnish or hire the technical, supervisory and facilitating personnel for the direction of the work projects and plan and direct the work, with exclusive authority in this field.
4. Provide clothing and camp equipment replacements as needed.	4. Purchase equipment and materials for doing the work, except as equipment can be provided from stocks on hand, Army and other.
5. Pay cash allowances and all expense incident to operation of camps, including transportation of camp supplies and camp equipment to the camps.	5. Voucher salaries of technical, supervisory and facilitating personnel hired for the projects, traveling expenses of regular employees on this work, materials and equipment purchased for the work and other expenses incidental to the work projects, for payment by Army.
6. Pay all bills or vouchers properly submitted by Technical Services, which are payable from CCC funds.	

Technical Services (Cont'd)

6. Fix daily hours of work in emergencies such as fire fighting.

7. Turn over to the Army official in charge of the camp for suitable action men who are incompetent or insubordinate.

The term "Technical Services" includes those in the Federal Departments of Agriculture and Interior who will execute the work projects under the Act, and the State agencies who share in the operation of the Act. In short, the Army is in charge when men are in camp; the Technical Services are in charge while the men are at work and are going to and from work; the Technical Services have full responsibility for assignment of men to expedite the work, with this exception; in the event of a serious breach of discipline during the working hours, the Army officer in charge of the camp may take needed disciplinary measures.

RELATIONS WITH ARMY - HANDLING OF DIFFICULTIES: Ordinarily matters which require cooperative effort by, or coordination with, the Army should be taken up in the first instance by the Project Superintendent with the Camp Commander. Regional Foresters should outline the procedure to be followed if it is necessary to carry a case beyond the Camp Commander. It is not possible to outline a procedure which will apply in all Regions because of differences in organization in both Regions and Army Districts. The ruling thought should be to settle all cases as near the bottom as possible and to avoid short-cutting of any individual.

Appeals to the Corps Area Commander will be made through the Liaison Officer and should be presented by or through the Regional Forester unless the latter, after careful consideration, authorizes specific exemptions to this procedure.

CCC REPRESENTATIVES OF COOPERATING BUREAUS IN THE DEPARTMENT OF AGRICULTURE: The Bureaus in the Department of Agriculture concerned are represented in CCC work by the following officers:

Beltsville Research Center -

(156)(41)(2) Mr. C. A. Logan  
U. S. Department of Agriculture  
Beltsville, Maryland

Chief, Division of Management  
and Operations



(156) Forest Service

Mr. Fred Morrell,  
South Bldg., Room 5018

Assistant Chief

(156) Soil Conservation Service -

Mr. H. D. Abbot,  
South Bldg., Room 4709

Assistant Chief

Bureau of Entomology and Plant Quarantine -

Mr. A. S. Hoyt,  
South Bldg., Room 5857

Assistant Chief

(198) Bureau of Plant Industry -

(41)(2)

Mr. H. E. Allanson,  
Adm. Bldg., 218 West

Business Manager

(156) Bureau of Animal Industry -

Mr. William Jackson,  
South Bldg., Room 3208

Assistant Chief

AUTHORITY OF CCC AS A UNIT IN THE FOREST SERVICE: The organization of the CCC work in the Washington Office of the Forest Service is set up under the direction of an Assistant Chief in charge of CCC work. The function of this unit is to control and direct the activity including coordination within the Forest Service in the execution of the work program.

Authority is granted to the Assistant Chief to sign and approve as Acting Chief, Forest Service, correspondence relating to CCC activities such as should ordinarily be submitted to the Chief, Forest Service, or, Acting Chief, for signature, and to delegate this authority to members of his staff.

STATE AND PRIVATE LAND WORK: All "S" or "P" camps allocated for work on State or privately owned forest land are operated by State authorities by virtue of their appointment as Collaborators by the Department of Agriculture upon recommendations of the Forest Service as well as under letters of authorization issued by the Regional Forester. No exception will be made to this rule without

Sup. 163 (3/21/41)  
Sup. 122 (7/16/40)  
Sup. 99 (2/5/40)  
Sup. 95 (11/30/39)  
Sup. 41 (5/1/39)  
Sup. 7 (9/27/38)

prior approval by the Washington Office. State Foresters or other designated state officials and their subordinates are responsible for selection of work projects to which camps are assigned and the planning and execution of the work. State authorities are also responsible for selection and supervision of overhead and facilitating personnel, all of these responsibilities subject to review and approval by Regional Foresters. State Foresters or subordinates designated by them act as procurement officers for camps under their supervision, subject to such modifications as Regional Foresters may make in the way of supplying needs of State camps from central warehouses or through central purchase. Inspection of work will be made by Regional Foresters to insure compliance with authorized procedure.

(163)(122-99-95-41-7) STATE FORESTRY DEPARTMENTS: Following is a list of the State Forestry Departments or comparable State Units having administration of State Forest Lands:

<u>STATE</u>	<u>State agency administering State Forest Land</u>	<u>Name and mail address of State Forester, or comparable official</u>
ALABAMA	Department of Conservation Division of Forestry	J. Brooks Toler, State Forester, 5 N. Bainbridge Street, Montgomery, Alabama.
ARIZONA	State Land Commission	W. M. Alberts, State Land Commissioner, Phoenix, Arizona.
ARKANSAS	Arkansas State Forestry Commission	Fred H. Lang, State Forester; P. O. Box 1940, Little Rock, Arkansas.
CALIFORNIA	Department of Natural Resources Division of Forestry	M. B. Pratt, State Forester, Sacramento, California.
COLORADO	State Board of Forestry	Russell E. Ford, State Forester, Colorado State College, Fort Collins, Colorado.
CONNECTICUT	State Park and Forest Commission	Austin F. Hawes, State Forester, 165 Capitol Avenue, Hartford, Connecticut.

<u>STATE</u>	<u>State agency administering State Forest Land</u>	<u>Name and mail address of State Forester, or comparable official</u>
DELAWARE	State Forestry Department	W. S. Taber, State Forester, State House, Dover, Delaware
FLORIDA	Florida Forest & Park Service	Henry J. Malsberger, Acting State Forester and Park Executive, P.O. Box 1200, Tallahassee, Florida (Send telegrams to 108 W. Pensacola Street)
	(For C.C.C. telegrams)	Henry J. Malsberger, Acting State Forester and Park Executive, 305 South Adams Street, Tallahassee, Florida.
GEORGIA	Department of Natural Resources Division of Forestry	Walter Dyal, Acting Director, Division of Forestry, 435 State Capitol, Atlanta, Georgia.
HAWAII	Board of Commissioners of Agriculture and Forestry	William Crosby, Territorial Forester, P.O. Box 3319, Honolulu, T. H.
IDAHO	State Board of Land Commis- sioners	Franklin Girard, State Forester, 801 Capitol Blvd., Boise, Idaho.
ILLINOIS	Department of Conservation Division of Forestry	Anton J. Tomasek, State Forester, 201 West Monroe Street, Springfield, Illinois.
INDIANA	Department of Conservation Division of Forestry	H. A. Woods, State Forester, Indianapolis, Indiana.

<u>STATE</u>	<u>State agency administering State Forest Land</u>	<u>Name and mail address of State Forester, or comparable official</u>
IOWA	Iowa Conservation Commission	Prof. G. B. MacDonald, Forestry Department, Iowa State College, Ames, Iowa
KANSAS	State Board of Administration Department of Forestry and Floriculture	R. C. Johnson, State Forester, Dept. of Horticulture, Kansas State College, Manhattan, Kansas.
KENTUCKY	Conservation Department	Kenneth G. McConnell, Director, Division of Forestry, Frankfort, Kentucky.
LOUISIANA	Department of Conservation Division of Forestry  (For C.C.C.)	M. E. Brashears, Forester and Director, 126 N.O. Court Bldg., New Orleans, La.  300 N.O. Court Building, New Orleans, La.
MAINE	Maine Forestry Department	Raymond E. Rendall, Forest Commissioner, Augusta, Maine.
MARYLAND	State Department of Forestry	F. W. Besley, State Forester, 1411 Fidelity Bldg., Baltimore, Maryland.
MASSACHUSETTS	Department of Conservation Division of Forestry	H. O. Cook, Chief Forester, 20 Somerset Street, Boston, Massachusetts.
MICHIGAN	Department of Conservation	P. J. Hoffmaster, Director, Dept. of Conservation Lansing, Michigan.
MINNESOTA	Department of Conservation	H. G. Weber, Director, Division of Forestry, State Office Bldg., St. Paul, Minn.

<u>STATE</u>	<u>State agency administering State Forest Land</u>	<u>Name and mail address of State Forester, or comparable official</u>
MINNESOTA	(For C.C.C.)	William L. Strunk, Commissioner, State Office Building, St. Paul, Minnesota
MISSISSIPPI	Mississippi Forest and Park Service	Fred B. Merrill, State Forester, 406 Old Merchants Bank Bldg., Jackson, Mississippi.
MISSOURI	Missouri Conservation Commission  (For C.C.C.)	George O. White, State Forester, Jefferson City, Missouri.  Irwin T. Bode, Director, Mo. Conservation Commission, Jefferson City, Missouri.
MONTANA	State Forest Department	Rutledge Parker, State Forester, Missoula, Montana.
NEBRASKA	University of Nebraska College of Agriculture	Earl G. Maxwell, Extension Forester, Lincoln, Nebraska.
NEVADA	State of Nevada	Wayne McLeod, Surveyor General, Carson City, Nevada.
NEW HAMPSHIRE	Forestry and Recreation Department	J. H. Foster, State Forester, Concord, New Hampshire.
NEW JERSEY	Department of Conservation and Development - Division of Forests and Parks	C. P. Wilber, Director, Department of Conservation and Development, State House Annex, Trenton, New Jersey.



<u>STATE</u>	<u>State agency administering State Forest Land</u>	<u>Name and mail address of State Forester, or comparable official</u>
NEW MEXICO	State Land Commission	H. R. Rodgers, Commissioner of Public Lands, Santa Fe, New Mexico.
NEW YORK	New York Conservation Department - Division of Lands and Forests	W. G. Howard, Director, Division of Lands and Forests, Albany, New York.
NORTH CAROLINA	Department of Conservation and Development - Division of Forestry  (For C.C.C. Telegrams)	J. S. Holmes, State Forester, Raleigh, North Carolina.  H. J. Pawek, Civilian Conservation Corps, Division of Forestry, Raleigh, North Carolina.
NORTH DAKOTA	State School of Forestry	Albert F. Arnason, State Forester, Bottineau, North Dakota.
OHIO	Agricultural Experiment Station, Department of Forestry  (For C.C.C.)	O. A. Alderman, State Forester, Wooster, Ohio.  O. A. Alderman, CCC Headquarters, 107 East Main Street, Chillicothe, Ohio.
OKLAHOMA	Oklahoma Planning and Resources Board	Glen R. Durrell, Director, Division of Forestry, 318 Capitol Office Bldg., Oklahoma City, Okla.
OREGON	State Board of Forestry	Nelson S. Rogers, State Forester, Salem, Oregon

<u>STATE</u>	<u>State agency administering State Forest Land</u>	<u>Name and mail address of State Forester, or comparable official</u>
PENNSYLVANIA	Department of Forests and Waters	R. Lynn Emerick, Chief, Bureau of Forests, Harrisburg, Pennsylvania.
PUERTO RICO	Department of Agriculture and Commerce	E. W. Hadley, General Superintendent of Insular Forests, Rio Piedras, P. R.
RHODE ISLAND	State Department of Agri- culture and Conservation	Ernest K. Thomas, Administrator, Division of Forests & Parks, 18 State House, Providence, R. I.
SOUTH CAROLINA	State Commission of Forestry	H. A. Smith, State Forester, 506 Calhoun Office Bldg., Columbia, South Carolina.
SOUTH DAKOTA	Department of Schools and Public Lands - Division of Forestry	Earl Hammerquist, Commissioner of Schools and Public Lands, Pierre, South Dakota.
TENNESSEE	Department of Conservation Forestry Division  (For C.C.C.)	James O. Hazard, State Forester, 309 Tennessee State Bldg., Nashville, Tennessee.  James O. Hazard, State Forester, 16 War Memorial Building, Nashville, Tennessee.
TEXAS	Texas Forest Service  (For C.C.C.)	E. O. Siecke, Director, Texas Forest Service, Agri. & Mechanical College, College Station, Texas.  W. E. White, Chief, Fire Protection, Texas Forest Service, Lufkin, Texas.

<u>STATE</u>	<u>State agency administering State Forest Land</u>	<u>Name and mail address of State Forester, or comparable official</u>
UTAH		Dean Paul M. Dunn, School of Forestry, Logan, Utah.
VERMONT	Department of Conservation and Development	Perry H. Merrill, State Forester, Montpelier, Vermont.
VIRGINIA	Virginia Conservation Commission	F. C. Pederson, State Forester, University Station, Charlottesville, Virginia.
WASHINGTON	Department of Conservation and Development, Division of Forestry	T. S. Goodyear, State Supervisor of Forestry, Olympia, Washington
WEST VIRGINIA	Conservation Commission	D. B. Griffin, State Forester, Charleston, West Virginia.
WISCONSIN	Wisconsin Conservation Department	H. W. MacKenzie, Director of Conservation, Madison, Wisconsin.
WYOMING	University of Wyoming	W. O. Edmonson, Extension Forester, Laramie, Wyoming.

(95) SOIL CONSERVATION SERVICE - REGIONAL CONSERVATORS AND CCC  
REGIONAL ADMINISTRATORS: Following is a list of the Soil Conservation  
Service Regional Conservators and CCC Regional Administrators, their  
addresses and the States or parts of States they cover:

<u>Region</u>	<u>Conservator</u>	<u>Administrator</u>	<u>Address</u>	<u>States</u>
1	J. P. Jones	G. R. Cruze	Center Bldg., 6800 Market Street, Upper Darby, Pennsylvania	Pa., W.Va., Me., N.H., Mass., Del., Vt., R.I., Conn., N.Y., N.J., Md.



<u>Region</u>	<u>Conservator</u>	<u>Administrator</u>	<u>Address</u>	<u>States</u>
(95) 2	T. S. Buie	Alva B. Gross	705 Mont. Bldg., Spartanburg, South Carolina.	Va., N.C., S.C., Fla., Ga., Ala., Miss., Puerto Rico.
3	J. S. Cutler	A. T. Easton	Kuhns Bldg., Dayton, Ohio.	Ohio, Ind., Ky., Tenn., Mich.
(95) 4	L. P. Merrill	E. T. Nagle	Neil P. Anderson Building, Ft. Worth Texas.	Texas, La., Ark., Miss., Okla., Kan.
(95) 5	R. H. Musser	J. H. Maher	Milwaukee, Wisconsin.	Ill., Wis., Minn., Mo., Iowa.
6	H. H. Finnell	W. E. Doner	Oliver-Eagle Building Amarillo, Texas.	Kan., N.Mex., Okla., Tex., Colo.
(95) 7	A. E. McClymonds	H. G. Bobst	Lincoln, Nebraska	Neb., Mont., No. Dak., So. Dak., Wyo.
8	H. G. Calkins	K. C. Balcomb	Box 1314, Albuquerque, New Mexico.	Utah, Colo., Ariz., N. Mex.
(95) 9	J. H. Christ	A. W. Middleton	Spokane, Washington.	Alaska, Idaho, Ore., Wash.
(95) 10	H. E. Reddick	Arthur E. Burns	Berkeley, California.	Calif., Nev., Hawaii.

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Sup. 163 (3/21/41)  
Sup. 95 (11/30/39)  
Sup. 40 (4/29/39)

(163)(95-40) NATIONAL PARK SERVICE - REGIONAL OFFICERS: Following is a list of Regional Directors of the National Park Service, their addresses and the States they cover:

<u>Region</u>	<u>Name</u>	<u>Address</u>	<u>States</u>
1	Arno B. Cammerer	811 Grace Security Building, Richmond, Virginia.	Ala., Conn., D.C., Fla., Ga., Ky., La., Me., Md., Mass., Miss., N. H., N. J., N. Y., N. C., Ohio, Pa., R.I., S. C., Tenn., Vt., Va., W. Va.
2	Thos. J. Allen, Jr.,	300 Keeline Bldg., Omaha, Nebraska.	Colo.*, Ill., Ind., Iowa, Kan., Mich., Minn., Mo., Mont.*, Neb., N. Dak., S. Dak., Wis., Wyo.
3	Miner R. Tillotson	Region 3 Hdqtrs., National Park Service, Santa Fe, New Mexico	Ariz., Ark., Colo.*, N. Mex., Okla., Texas.
4	John R. White	601 Sheldon Bldg., San Francisco, California.	Calif., Idaho, Mont.*, Nev., Ore., Utah, Wash.

\* Colorado -- Mesa Verde National Park and Colorado National Monument, geographically in Region 2, administered by Region 3.

\* Montana -- Glacier National Park, geographically in Region 2, administered by Region 4.

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Sup. 163 (3/21/41)  
Sup. 95 (11/30/39)  
Sup. 7 (9/27/38)

(163)(95-7) FISH AND WILDLIFE SERVICE - DEPARTMENT OF INTERIOR: Following is a list of the Fish and Wildlife Regional Directors, their addresses and the states they cover:

<u>Region</u>	<u>Name</u>	<u>Address</u>	<u>States</u>
1	Leo L. Laythe	630 American Bank Bldg. 6th and Morrison Streets, Portland, Oregon	Calif., Idaho, Mont., Nev., Ore., Wash., (Yellowstone Park)
2	John C. Gatlin	P.O. Box 1306, 220 W. Copper Avenue, Albuquerque, New Mexico.	Ariz., Colo., Kan., New Mexico, Okla., Texas. Utah, Wyo., (except Yellowstone National Park)
3	Burnie Maurek	500 National Building, 529 Second Ave., South, Minneapolis, Minn.	Ill., Ind., Iowa, Mich., Minn., Mo., Neb., N. Dak., S. Dak., Wisc.
4	James Silver	316 Glenn Building, Atlanta, Georgia.	Ala., Ark., Fla., Ga., Ky., La., Miss., N. C., S. C., Tenn.
5	S. B. Locke	1140 Park Square Bldg., 31 St. James Avenue, Boston, Mass.	Conn., Del., Me., Md., Mass., N. H., N. J., N. Y., Ohio, Pa., R. I., Vt., Va., W. Va.

# CAMPS

CAMP DESIGNATIONS: Camps are designated by letters and numbers, the letters indicating the classification with respect to major land ownership and/or major kinds of work. Numbers are assigned under each class by States, beginning with number 1 (or some other minimum number) under each class and State and continuing in numerical progression. The designations and classifications now in effect are shown below:

(83) Camp Designation	Work Area and Land Ownership	Supervising Agency
F	National Forest	U.S.F.S.
S	State Forest	U.S.F.S. and State
P	Private Forest	U.S.F.S. and State
A	Nat'l Agricultural Research Center	Nat'l Agricultural Research Center
AI	U.S. Range Livestock Experiment Station	U.S.F.S. and Bureau of Animal Industry
E	Private	U.S.F.S. and Bureau of Ent. & Plant Quarantine
NA	National Arboretum	U.S.F.S. and Bureau of Plant Industry
SCS	Private & Public Land	S.C.S.
TVA	Federal, State & Private	U.S.F.S. and Tennessee Valley Authority
TVA-P	State	Nat'l Park Serv. & TVA
BS	Federal Game Refuge	Bureau of Biol. Survey
BR	Federal Reclamation Projects (except as noted)	Bureau of Reclamation
G	Public Domain	Grazing Service
NP	Military Park	Nat'l Park Service
NP	National Monument	" " "
NP	National Park	" " "
NP	National Historical Park	" " "
MA	Metropolitan Areas	" " "
CP	County Park	" " "
SP	State Park	Nat'l Park Service & State
GLO	Public Domain & Ore. & Calif. Land Grant	General Land Office
AF or NP(A)	Military Reservations	*(see footnote)

(162) \* Operated by Technical Services or the Army, as determined for each case. "AF" indicates camps operated by Forest Service, Soil Conservation Service or Army; "NP9A)" indicates camps operated by National Park Service or other Interior agency.

CAMP SITE LEASES: Final conclusion of lease for a camp site is the function of the Army, using its own forms and procedure. The selection is made by the Army officers with the assistance and suggestion of the Technical Service.

Leasing at Federal expense should be undertaken only after every possibility of securing a satisfactory site without such expense has been exhausted. In connection with State and Private forest camps the beneficiaries of the work program will be expected wherever possible to furnish a free and adequate camp site.

The cost of rental on unoccupied main camps will be paid by the Technical Service whenever such camps are placed under the custody of the Technical Service. Records in reference to existing leases will be obtained from the Army.

When a vacant CCC camp in which property and leases have been transferred by the Army to a Technical Service is reoccupied, the Army will resume responsibility and accountability for the buildings, and property at the camp, but the Technical Service will retain responsibility for any land leases pertaining to the camp and will meet obligations thereunder and eventually close out such land leases without retransfer to the Army.

Land rented for use as side camps may not be paid from CCC funds.

CCC Form F reports must be submitted sufficiently in advance of the expiration of leases to permit action to be taken to adequately protect CCC interests. The following procedure will govern the handling of leases and disposition of CCC property on leased land:

1. Field offices, including the State Foresters', Forest Supervisors' and Regional Foresters', will establish a promise card system listing the date of expiration of all leases for which they are responsible. Similarly a notation will be made of the dates of expiration of leases held by the Army in order that reports on disposition of property may be made in ample time. Initial action will be called for by promise card not less than 90 days in advance of the date of expiration of each lease.
2. All leases held by the Forest Service CCC will be reviewed by the office of custody and, if necessary, referred to the Regional Law Officer for review to make certain that CCC interests are adequately protected. For example, many



leases call for the removal of the property and the restoration of the land to its original condition. If no period of grace is provided for following the date of expiration, immediate steps will be taken in each case to secure an amended agreement from the landowner providing for at least 60 days within which the dismantling and restoration work may be done. If the lessor refuses to grant such grace, action will be initiated in ample time to dispose of the property and restore the land completely before the date of expiration of the lease.

3. In the case of occupied camps, where the Army holds the land lease, the Army will be expected to fulfill the terms of the lease as to the restoration of the land before the camp is entirely evacuated and while enrollee labor is available. Likewise the Technical Service of interest will forward CCC Form F report at least 60 days before the lease expires or before expiration of grace period, in order that the Director's approval for disposition may be cleared through Procurement and final action taken on the ground before evacuation of the camp and arrangements made with the Army for use of enrollee labor if structures must be removed or are to be removed for CCC salvage.
4. Similar action will be taken in the case of reoccupied camps where the Army has turned the land lease over to the Technical Service. Here, too, arrangements will be made with the Army for the use of enrollee labor in order to fulfill the terms of the lease before the expiration date.
5. Where camps are not occupied and the Technical Service holds the lease, immediate steps will be taken to dispose of the property if it is positively known that the camps are not to be occupied. Too many of these cases have been allowed to drag.
6. If a camp is to be reoccupied, or is desired for re-occupancy, extension of the lease, including the 60 days grace for dismantling and restoration of property, will be obtained wherever necessary. The CCC authorization as well as the appropriation to take care of this year is limited to June 30, 1938, and renewals strictly for CCC should not be made for a period beyond that date. Where the contract contains a cancellation option (such as 30 days' notice) renewals made for the full year will cause no difficulty providing the cancellation option is

exercised sufficiently in advance of June 30 in the event that the CCC program is not continued beyond that date. If the lease cannot or should not be renewed because of the owner's refusal or because of terms unfavorable to CCC, immediate report for disposition will be made and every step taken in ample time to protect CCC interests.

(88)(51) CAMP BUILDING CONSTRUCTION: The standard portable type camp comprises the following buildings:

- Five (5) Barracks, 20 x 120
- One (1) Mess Hall & Kitchen (Mess Hall Bldg., 20 x 160)
- One (1) Technical Service Quarters, 20 x 80
- One (1) Army Administrative Quarters, 20 x 40
- One (1) Headquarters & Storehouse Bldg., 20 x 70
- One (1) T.S. Office & Storehouse Bldg., 20 x 80  
(partitioned 20 x 30 Office & 20 x 50 Storeroom)
- One (1) Welfare Building, 20 x 100
- One (1) Dispensary, 20 x 30
- One (1) Lavatory & Bath House
- One (1) Latrine
- Four (4) Garages, 24 x 60
- One (1) Oil House, 10 x 25. (Combined use 10 x 10 Army,  
10 x 15 Technical Service)
- One (1) Blacksmith Shop, 20 x 20 (Technical Service)
- One (1) School Building, 20 x 130
- One (1) Maintenance Shop 30 x 30

(51) While one of the garages is for Army use, in many CCC camps the space in one garage is greater than needed for Army operated Government motor transportation. To cover such cases the War Department has issued the following order (AG April 12, 1939):

"In many CCC camps the space in Army garages is greater than needed for Government motor transportation operated by the Army.

"Where such a situation exists, the excess space should be made available to the Technical Service if needed by that Service for Government-owned vehicles. In all cases, priority in assignment of garage space will be given to Government vehicles over privately-owned vehicles."

(97)(88) It is the responsibility of the War Department to construct all buildings as called for under the above plan for all new camps. When old camp units are transferred to new camp sites, or vacant camps are reoccupied, they will always be brought up to standard as above listed, except that this will not apply to seasonal camps. Additions to such camps will only be made when a real need exists. In future construction or movement and reconstruction of camps, the Technical Services will be consulted and their interests given consideration as to the location of the buildings for their use in the camp lay-out.

(88) The War Department is also responsible for the maintenance (including fire protection) of all buildings in the camp area whether constructed by the Army or Technical Services, and whether fixed or portable, and regardless of when they were constructed.

(203)(107)(88)(52) The standard plan adequately provides for the normal requirements of any camp and there is no authority to supplement the camp with other buildings, or supplement the specifications of buildings as approved except in unusual cases for which it is necessary to obtain the Director's specific approval in each case. If buildings are required by the Technical Service in addition to those provided in the standard plan and they are approved by the Director, they will be financed from Technical Service funds, and will be constructed by the Army except as otherwise may be mutually agreed upon as hereinafter provided. Salvaged lumber from existing rigid buildings may be used to erect rigid buildings in excess to those authorized in the approved standard camp, provided the Director's approval has been obtained for the extra buildings. The submission of requests for additional buildings to be approved by the Director, should be through channels to the Washington Office. When such requests for additional buildings are transmitted to the Washington Office, they should set forth the justification for the unusual circumstances requiring the buildings and should include Army approval for location within the camp area and the Army's estimate of the cost since the Army is responsible for all camp construction. Often the Army's estimated cost will be an important factor in determining whether or not the recommendation for the addition is finally submitted. To obtain such information the Regional Office should submit its proposals to the Corps Area through the Liaison Officer who will return it with the considered action of the Corps Area Headquarters and the estimated cost. If possible the need for additional buildings in new camps should be foreseen and authorization obtained in advance of camp construction so that the Army may have it included in its contract for buildings.



(111)(88) Additions within limitations of the standard camp will be made by the Army in camps not now up to standard, and regardless of the period in which the camp was constructed whenever in the opinion of the interested agencies (Army or Technical Service as to the buildings used by each) an urgent need for such additional space exists. Requests of the Technical Services for additional buildings within the standard authorized should only be made where there is a really urgent need, since the Army has very limited funds available for this purpose. Requests for additional Technical Service buildings within standard plan limits should be made by Regional Foresters through Liaison Officer to Corps Area Commanders.

(203) When mutually agreed upon by the Army and the Technical Service, construction and/or repair of camp buildings may be undertaken as a part of the work project when such action is practicable and will result in the completion of the job in an expeditious manner and with the minimum expenditure of funds.

(203) The arrangements between the Army and Technical Service when the work is to be handled as a work project will vary in each individual case and therefore the most complete cooperation must exist between the agencies involved. In general the procedure will be in accordance with the following:

- a. The procedure for securing authority to undertake camp construction, rehabilitation and repair as set forth in the preceding paragraphs will be followed. Usually the estimated cost is an important factor in determining whether contemplated work will be authorized, and cooperative arrangements, covering the work which can be performed by enrollees and the furnishing of materials, skilled labor and supervision, will have to be made prior to the projects being finally authorized. As a general rule, requests to have work undertaken as a Technical Service work project will originate with the Army and be transmitted to the Technical Service through the usual channels of contact at the level concerned - Corps Area, District or Camp. Requests emanating from Corps Area Headquarters will be transmitted through the Liaison Officers.
- b. Specifications for the work will be furnished by the Army and will conform to approved standard camp plans or practices in the particular district or Corps Area if not otherwise prescribed. The work will be performed in accordance with the specifications furnished and will of course be subject to Army inspection and acceptance.
- c. Except as provided in Paragraph (e), skilled labor (or funds for its hire) needed over and above the amount regularly employed by the Technical Service will be supplied by the Army.
- d. Except as provided in Paragraph (e), materials will be furnished by the Army insofar as they are available. Also the utilization

of any materials excess to the needs of the Technical Service is authorized for use on projects in the subject category. Funds for the purchase of additional materials will be furnished by the Army.

- e. Funds for the hire of additional skilled labor or for the purchase of additional materials needed in the construction of buildings in excess of the standard plan for use of the Technical Services will be furnished by the Technical Service.
- f. Approval of such cooperative arrangements by the Army will be given by the first headquarters authorized to act in the case at hand. Approval by the Technical Service will be given by the representative of the bureau or service concerned authorized to make the commitments involved.
- g. The responsibility for such projects always rests with the Army except to the extent it is delegated to the Technical Service by mutual agreement.
- h. Enrollees working on projects, the responsibility for which has been delegated, by agreement, to the Technical Service, will be reported on Form CCC 7-CP under heading (R) (1) a, and on Form CCC 7 under Classification 1029, the designation of which has been changed to Base Camp C. & R. (Construction & Repairs); unit, M-days."

(132) USE OF PAINT ON CAMP BUILDINGS: Because of the temporary character of camp buildings and because of the tenure of occupancy is uncertain, CCC funds cannot be used for the purchase of paints and varnishes to be used on the whole of such structures. If necessary to prevent extreme cracking of lumber and otherwise protect buildings constructed by the Technical Service, creosote may be used as a stain on such structures. However, to prevent deterioration it is the Director's policy that all doors, including screen doors and windows at all occupied portable camps, and all unoccupied camps of portable type construction where a caretaker is engaged, be painted or stained. At occupied camps this is the responsibility of the Army, at unoccupied camps it becomes the responsibility of the Technical Service having custody of the camp. The use of CCC funds is authorized to the extent necessary to comply with this policy.

(144) DELIVERY OF NOON MEAL: When necessary to serve the noon meal in the field, the Army will be responsible for its delivery to a central distributing point. In the event field crews are employed between the camp and the central distributing point, food for such crews will be left at a designated point or points along the route thereto. The responsibility for the distribution of food from the central point and intermediate point or points to the individual enrollees is the responsibility of the Technical Service concerned.

The necessity for serving the noon meal in the field and the selection of the central distributing point will be determined through agreement between the Company Commander and the Project Superintendent.

COST OF ELECTRICAL POWER FURNISHED TECHNICAL SERVICES:

The entire cost of electric current and water for CCC camps will be borne from funds allotted to the War Department.

CONSTRUCTION AND MAINTENANCE OF ROADS WITHIN AND LEADING TO CAMPS: The interior roads of a camp are an Army responsibility, the work being effected under jurisdiction of the Camp Commander. Approach roads are properly a part of the work project and the responsibility for their construction and maintenance is with the Technical Service and should be conducted under the direction of the Project Superintendent.

CAMP WOOD SUPPLY: In a spirit of cooperation between the Technical Service and the Army every means possible should be used to reduce the number of men required for special duty in connection with wood supply for the camps.

In a hard and fast division of authority the entire job of fuel procurement, except that used by the Technical Service alone, is the Army's responsibility. There are many reasons, however, why in practice this division of responsibility should not always be adhered to, and it is often feasible to assist in procurement and hauling without serious interference with the regular field work.

Wood procurement for use in side camps is a Technical Service function and time so spent should be prorated to the work projects at such side camps and the men carried as being released to the Project Superintendent for project work.

(128) SIDE CAMPS AT VACANT MAIN CAMPS HELD IN CCC CUSTODY FOR REESTABLISHMENT: The establishment of side camps at vacant main camps held in CCC custody for reoccupancy by CCC company units, to resume previous work or start new projects, should be held to the minimum necessary to take care of urgent and exceptional work needs or to meet emergency situations. Unless required by Corps Area Commanders, advance approval of the Washington Office will not be necessary and action may be taken on approval of the Regional Forester and Corps Area concurrence. However, when side camps of this type are established or discontinued they should be reported to the Washington Office on forms like the samples given at the end of this section.

Form F clearance should be initiated for vacant main camps held in CCC custody for reestablishment where the Technical Service determines that remaining work does not justify reoccupancy



with complete CCC companies, and decides the desirable plan will be to finish essential projects through side camp action only. In such cases clearance can provide for retention, for administrative use, of buildings (unless portable type) needed for side camp purposes. If and when clearance action is taken and work of the cleared main camp can be and is included in the work program of an authorized program camp, advance approval of Washington Office for the desired side camp is not required, since the contemplated side camp action then would not involve a vacant main camp held in CCC custody for reestablishment, and the procedure outlined under "Side Camps" for establishing a facilitating side camp would apply.

(23) SIDE CAMPS: Side camps necessary for effective handling of approved work programs of authorized program camps may be established by request of Forest Service and concurrence of Corps Area Commander.

The responsibility for compliance with the CCC and other Acts of Congress, CCC policies, instructions, etc., pertaining to work projects, and necessity for side camps to facilitate work accomplishment rests on the Forest Service.

On the other hand the War Department has responsibilities for the care and welfare of the enrollees which it must meet. As a rule the Army is not in a position to give as close supervision to side camps as to main camps and accordingly it is generally necessary for the Forest Service to assume responsibility for and function in some matters which are handled by the Army in the base camps.

While the extent to which Army functions at side camps are to be assumed and carried out by Forest Service will be mutually agreed upon with Corps Area officials in each instance, the responsibility of War Department for conduct and care of side camps is delegated to work agencies, under present regulations and policies, wherever Army officers are not placed directly in charge. This includes responsibility for welfare and morale of enrollees detailed to side camps for overhead and work projects. All side camps and enrollees are subject to control and periodic inspection of Corps Area officials. They should be subject also to appropriate inspection and control by Forest Service officials to insure proper and desirable side camp administration from every viewpoint, especially in those side camps to which Army officers are not assigned.

No possibility for making side camps clean, attractive and above reproach should be overlooked by the Forest Service, and so far as possible they should be conducted along lines followed at main camps. Where Army officers are not assigned to side camps observance of War Department CCC regulations (so far as they apply) by Forest Service is required. In the absence of an Army officer, it is a necessary requirement that a responsible member of the Forest Service shall be on duty and present at side camps, especially when enrollees are off duty, to the

same extent required of Army officers at main camps. Educational and recreational needs of enrollees should be met to the fullest extent that circumstances and environment will permit at side camps.

Where Army officers are in charge of side camps and responsible for their administration, every possible cooperation and assistance should be extended by Forest Service to aid and insure adequate and successful management.

(23) Routine Procedure for Requesting Establishment of Side Camps: Requests for establishment of side camps will not be presented to the Corps Area before such action has been approved by the Regional Forester, except those needed for fire suppression or emergency work. The Regional Forester will give approval only when the following requirements can be met:

1. The projects involved are (a) within the normal work area of the main camp; (b) part of the approved program of an authorized main camp; and (c) their undertaking is in line with current policies.
2. Desired progress on the main camp's work program will be materially benefited, all factors considered.

(Determination of this fact should be based on actual detailed analysis. There is often a tendency to overlook or undervalue some of the considerations which detract from the value of the increase in "time on the job," such as extra expense and labor necessary for side camp construction and equipment, enrollees required for side camp operation, etc.)

3. The Technical Service unit (Federal or State) organization is fully competent to meet the additional duties and responsibilities involved (camp operation, sanitation, discipline, etc.)

Side camps should not be established (unless exceptional reasons justify the action and Washington Office approves) for the following purposes: (1) to enlarge a main camp's original work area in order to start a work program in an area for which a new main camp is justified and is contemplated when conditions are favorable; (2) to extend the working reach of an operating side camp.

(23) Requests for Regional Forester's approval for the establishment of side camps will include full details substantiating such requests, but in presenting such requests to the Corps Area for approval, no details as to justification of work projects will be included. All requests to the Corps Area should, however, make it clear the Regional Office has approved requests. As a general rule, such requests will be presented by the Project Superintendent to the Camp Commander for consideration and action, but the presentation procedure may vary according to local custom or special agreement in any Corps Area or Region.

If satisfactory results are not secured from this presentation and subsequent negotiations between the Project Superintendent and Camp Commander, the entire matter or points at issue may be taken up by the Forest Supervisor or State Forester with the appropriate District Commander and, if necessary, by the Regional Forester through the Liaison Officer with the Corps Area Commander. The Regional Forester will inform the Liaison Officer concerned of his approval of requests for the establishment of side camps immediately following such action, and will transmit with such notification such information as may be of value to him in representing the Technical Service if he is called upon to do so when the request reaches Corps Area Headquarters for consideration.

Questions regarding establishment of side camps may be referred to the Washington Office when the Regional Forester is in doubt as to policy or in special or unusual circumstances as an appeal from Corps Area action.

The following additional points relating to side camps are called to attention:

Detached crews will be under the control of the Technical Service concerned, except as otherwise agreed upon with Corps Area officials, during the period of detachment.

The War Department is authorized to arrange for the subsistence of the detached crews with such increase in the established ration allowance as is necessary. The War Department will also continue to supply clothing and the blankets regularly assigned to the men. The Technical Service will provide suitable transportation between the main and side camps for equipment and supplies, including food supplies if requested by the Camp Commander.

Reference is also made to food supplies furnished by Technical Services, Section 5. (For side camp equipment, see - E & S Section).



- (23) Land rented for use as side camps may not be paid for from CCC funds.

PORTABLE BUILDINGS FOR SIDE CAMP USE: Whenever the construction of portable buildings for use at side camps can be justified for recurring use at various side camps in preference to tents and where needed for winter work, such buildings may be constructed at the main camps as part of the work program, or in such other manner as the Technical Service may desire.

TEMPORARILY VACATED CAMPS: Camps which the Army has evacuated and which may be reoccupied later will be turned over to the custody of the designated representative of the Technical Service, a receipt therefor being taken by the Company Commander. These camps will be left in the best condition possible for preservation with the minimum expenditure of funds.

The receiving Technical Service should make adequate provisions for prevention of snow breakage, fire and depredation, and may if necessary hire not to exceed two camp custodians for each such camp, following authorized employment procedure.

JURISDICTION OF NEW UNOCCUPIED CAMPS: Camps which have been completed but for which companies are not yet available will be turned over by the Army to the Technical Service supervising the work for which the camp was constructed. Procedure is the same as in the case of temporarily vacated camps turned over by the Army.

TRANSFERS OF CAMP OWNERSHIP: When a camp is formally transferred in ownership to the Forest Service or other Federal agency by authority of the Director of Procurement, Treasury Department, custodians may be paid from CCC funds for a period of 30 days. Within this period arrangements must be made to continue custodianship as desired, or other arrangements made for care and maintenance at the expense of the Federal agency receiving the property. When the receiving agency is other than the Forest Service the Forest Service will serve due notice (30 days) of its release from responsibility as custodian. (For procedure in disposal of surplus camp property, see - E & S Section).





GENERAL

(126) MAIL AND TELEGRAM ADDRESS: All mail dealing with CCC activities should be addressed "Chief, Forest Service" but mailed in separate envelopes addressed "Mr. FRED MORRELL, Forest Service, Washington, D. C.," except Form 7 and correspondence relating thereto, which shall be mailed in envelopes addressed - "Chief, Forest Service, 908 Independence Avenue, Washington, D. C.," and marked "Form 7" in lower left-hand corner.

(126) All telegrams intended for CCC Divisions of the Forest Service shall be addressed - "FRED MORRELL, Forest Service, Washington, D. C. "

DIRECT CORRESPONDENCE WITH DIRECTOR AND SECRETARY: In the event that Regional Foresters or members of their staff receive correspondence of any nature directly from the Director, or the Secretary's office without such communication having been forwarded through Forest Service channels, it is desired that an immediate report covering such direct correspondence be transmitted to the Chief, Forest Service. Replies to such correspondence received by direct correspondence will, in all cases, be made through Forest Service channels.

SUBVERSIVE LITERATURE: All supervisory officers should be on the watch for any literature, subversive in nature, the intention of which is to cause dissatisfaction with our form of government among enrollees or others in the camps. If any such literature is discovered, copies should be submitted to the Washington Office through the usual channels with a statement as to the extent of distribution, and the source, if possible.

RESTRICTION ON TAKING MOTION PICTURES: The Director's order of May 23, 1933, prohibits the taking of motion pictures at CCC camps or upon work projects by other than official agencies, except with the approval of the official in charge of the work involved. Such approval is to be conditioned upon the opportunity to examine and approve the scenario and to exercise such supervision as the official desires over the taking of the actual scenes. The point at which the pictures are taken will determine the official who is to have jurisdiction.

SUBMISSION OF INSPECTION REPORTS: Copies of CCC inspection reports need not be submitted to the Washington Office as a

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Sup. 123 (7/17/40)  
Sup. 105 (4/8/40)  
Sup. 100 (2/8/40)  
Sup. 37 (3/24/39)

matter of routine, but should be held available for possible demand. Reports which present unusual departures from established policies or which present problems dictating establishment of new policies, should be forwarded promptly.

(37) NOTIFICATION OF REGIONAL MEETINGS: Requirements of the Director, CCC, concerning meetings, the expenses of which are to be paid from CCC funds, necessitate the observance of the following instructions:

Meetings of men on any individual National Forest or comparable small groups from State camps may be called without notice to the Washington Office.

(123) Regional or other general meetings to which it will be necessary for representatives to travel over a considerable distance, should be reported to the Washington office for advance approval by the Director, CCC. There should be furnished an estimate of the total CCC travel expense which attendants at the meeting will incur, together with a statement of the purpose and scope, number expected to attend, location and duration of the meeting.

Expense of travel for attendance at meetings other than group conferences of CCC employees on matters pertaining to CCC work cannot be paid from CCC funds allotted to the Forest Service. (See page 703, Finance Section)

RELATIONS WITH STATE GAME DEPARTMENTS: Regional Forester should see to it that enrollees, overhead and facilitating personnel are properly informed as to the Fish and Game Law requirements of the State in which they are employed, since it is expected that they will comply with whatever requirements are imposed by the State concerned.

LAND ACQUISITION FOR ADMINISTRATIVE SITES: The CCC Act approved June 28, 1937, contains no authorization for the purchase of any lands from CCC funds. No acquisition of real property for National Forest administrative sites, or for other purposes, may be made from CCC funds.

(100) RESTRICTION ON PRIVATE CAR DRIVING: Members of CCC supervisory or facilitating personnel will under no circumstances lend private cars to enrollees for their use.

(105) ENROLLEE SUPERVISION: As an aid in securing satisfactory supervision of enrollees, the maximum size crew of enrollees to be supervised by one foreman or other supervisory employee when on the work project is established at 35.

CCC *Plans*  
Camp Program (See \*Note)  
Side Camps

REPORT OF SIDE CAMP ESTABLISHED

Under Jurisdiction of \_\_\_\_\_

Region \_\_\_\_\_

Date \_\_\_\_\_

On \_\_\_\_\_ (date) \_\_\_\_\_ a side camp was established at the  
site of camp \_\_\_\_\_ (official designation) \_\_\_\_\_ in \_\_\_\_\_ County  
State of \_\_\_\_\_.

A detail of \_\_\_\_\_ (number) \_\_\_\_\_ CCC Enrollees from Camp \_\_\_\_\_  
in \_\_\_\_\_ County, State of \_\_\_\_\_, will  
occupy this side camp for a period of about \_\_\_\_\_ months.

The work program at the side camp will be as follows:

(List main types of work)

Signed \_\_\_\_\_

(Give Title, Work Agency,  
District or Region,  
Location)

\*Note: The file designation "CCC Camp Program Side Camps" in upper  
left hand corner is essential. It will insure the report  
reaching the proper office in Washington and also obviate  
need for letter of transmittal.



CCC  
Camp Program (See \*Note)  
Side Camps

REPORT OF SIDE CAMP DISCONTINUED

Under Jurisdiction of \_\_\_\_\_

Region \_\_\_\_\_

Date \_\_\_\_\_

On \_\_\_\_\_ (date) \_\_\_\_\_ a side camp was discontinued at the  
site of Camp (official designation) \_\_\_\_\_ in \_\_\_\_\_ County,  
State of \_\_\_\_\_.

The detail of \_\_\_\_\_ (number) \_\_\_\_\_ CCC Enrollees has returned to  
Camp (official designation) \_\_\_\_\_ in \_\_\_\_\_ County,  
State of \_\_\_\_\_.

Reason for discontinuance:

(If because work program accomplished  
say, "Work outlined has been completed"  
or give reason if discontinued for some  
other reason).

Signed \_\_\_\_\_,  
(Give Title, Work Agency  
District or Region,  
Location).

\*Note: The file designation "CCC Camp Program Side Camps" in upper  
left hand corner is essential. It will insure the report  
reaching the proper office in Washington and also obviate  
need for letter of transmittal.









SECTION 2. PERSONNEL-ENROLLEES

ENROLLMENT

(56) Selection and certification of Junior Enrollees (except project assistants which have been delegated to the Departments of Interior and Agriculture) are functions of the Director's office under the direction of Special Assistant to the Director Frank Persons, and enrollment is the function of the War Department. Selection of veterans is the responsibility of the Veterans' Administration. These subjects, in brief, are contained in this Handbook for general information.

AUTHORIZED ENROLLMENT: The Director is authorized to have enrollees not to exceed 300,000 men at any one time, of which not more than 30,000 may be war veterans, provided, that in addition thereto camps or facilities may be established for not to exceed 10,000 additional Indian enrollees and 5,000 additional territorial and insular possession enrollees.

ELIGIBILITY FOR SELECTION, ENROLLMENT AND RE-ENROLLMENT: Enrollees (other than war veterans, enrollees in the Territories and insular possessions, Indians, and not to exceed one mess steward, three cooks, five project assistants, and one leader per each company) must be unmarried male citizens of the United States between the ages of 17 and 23 years, both inclusive, and must at the time of enrollment be unemployed and in need of employment.

The Director may exclude from enrollment such classes of persons as he may consider detrimental to the well-being or welfare of the Corps, except that no person may be excluded on account of race, color, or creed.

The following classes of persons are excluded from enrollment:

1. Those who have been convicted by a civil or military court of an offense which may be punished by death or imprisonment for a term exceeding one year.
2. Those serving a current term of probation or parole by reason of a sentence of a criminal court because of the commission of any crime or misdemeanor.

3. Civil law enforcement officers such as justices of the peace, sheriffs, game wardens and their deputies.
4. Members of the National Guard of a State, a territory, or the District of Columbia.
5. Those who are not physically qualified for ordinary labor or who are not free from active disease.

The following are excluded from re-enrollment:

1. Those who have been previously dishonorably or administratively discharged from the CCC unless the type of discharge is changed by the Corps Area Commander to an honorable discharge.
2. An enrollee who in the opinions of both the Company Commander and the Project Superintendent is unworthy of the privilege of re-enrollment because of unsatisfactory performance of duties or other substantial reasons.
- (170) 3. An honorably discharged Junior or veteran until three months following discharge, unless such discharge was the result of physical disability and not the result of his own misconduct and who has since overcome such disability, such former enrollee is also not eligible for re-selection unless he is otherwise legally qualified.

REINSTATEMENT: Reinstatement constitutes the restoration of a dischargée to an honorable enrolled status by the Corps Area Commander without reference to the selecting agency. It is limited in purpose to the correction of errors in the administration of discipline by the War Department, and may be accomplished at any time whether in the current enrollment period or later.

(153)DURATION OF ENROLLMENT AND LENGTH OF SERVICE: Enrollments are to be for a full six-month period subject, of course, to the expiration of the Act on June 30, 1943. Heretofore, enrollments have been for a term beginning with the date of enrollment and ending at, or in the discretion of the President, approximately at the close of a current work period, namely, September 30, or March 31, each year. For the convenience of the Government the enrollment period of any enrollee may be terminated within thirty days prior to its expiration.

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Sup. 148 (12/26/40)  
Sup. 116 ( 6/21/40)  
Sup. 78 ( 9/15/39)

(148) Except in the case of one mess steward, three cooks, five project assistants, and one leader per company, war veterans and Indians, the length of service cannot exceed a total term of two years.

During the period an enrollee is on authorized absence to attend an educational institution of college grade, the accrual of enrolled service will be suspended. See "Leave of Absence - Leave to Attend School."

(116) (78) DEFINITION OF "UNEMPLOYED" AND "DEPENDENTS":  
On June 15, 1939 the Director approved the following definitions as applicable in making selections for enrollment:

"Unemployed and in need of employment" shall be understood to cover unmarried junior applicants otherwise qualified by age, citizenship, fitness and character; not in attendance at school, nor on temporary vacation therefrom; not possessing other regular or full-time employment; and who need the employment, the job training, the educational and other opportunities available in the Civilian Conservation Corps.

(116) (78) "Dependents" shall be defined as those members of an applicant's family who, under State law as currently applied in similar circumstances, have the legal status of dependents, and who, without the allotment, would be unable to maintain an adequate standard of living. Since the State selecting agencies are, uniformly, the State departments of public welfare, they are in position to determine whether the family of each applicant or enrollee possesses an adequate standard of living, using applicable State laws and State standards. Dependents may be either of blood or obligation. For example, a young man who has been living for a considerable length of time with an unrelated family and who feels an obligation to contribute to its support, may, in the discretion of the selecting agency, be permitted to make an allotment to a member of such family.



(114) PROJECT ASSISTANTS: Definition. A special class of enrollee, limited to five per junior company assigned exclusively to the work section, exempted by law from the normal junior requirements as to age, marital status, and length of previous service. They are subject to all the privileges, duties and regulations which obtain for other enrollees. Since these men are expected to possess specialist abilities or leadership qualifications, responsibility for initial acceptance of project assistant applications has been delegated to officials of the technical services. Such applications (on a specially prescribed form) are then routed to the appropriate State Selecting Agency for verification of essential eligibility data. (Project assistants shall be confined to those unemployed and in need of employment.)

By Act approved May 12, 1938, (H.R. 9415), Section 8 of the CCC Act approved June 28, 1937, was amended to provide, among other things, for the enrollment of so-called project assistants in the CCC. Detailed procedure covering the selection and certification of selectees for enrollment as project assistants has been and will be covered by appropriate circular from time to time as needed. The following instructions on policy and procedure must be strictly observed.

(62) Selection (original appointment) of project assistants will be governed solely by fitness for the job. Reenrollment must be on the basis that he is qualified for the character and type of work on which it is planned to use him during the ensuing enrollment period.

(157)(127) Enrollment of project assistants will be accomplished during the regular quarterly enrollment and intermediate periods for junior enrollees. The Director, CCC, desires that, insofar as consistent with the work requirements, project assistant vacancies be filled by persons who have served as regular enrollees in the Corps, providing they are otherwise qualified. In order that some degree of uniformity may be developed with respect to exceptions, it is requested that advance approval of this office be obtained in all instances where it is planned to fill a project assistant vacancy by someone other than an enrollee or ex-enrollee. Request for such approval should be accompanied by a statement covering briefly the character of duties which will be performed by the person filling the position, the extent of the effort which has been made to secure a qualified enrollee or ex-enrollee (as for instance the number of camps canvassed), and the qualifications of the person who is to be selected for the position. Request should be forwarded to the Washington Office in duplicate, with space provided in lower left-hand corner for indicating approval. In such cases the duplicate copy will be returned to the originating office and the original filed in the Washington Office. In case your recommended action is disapproved, the matter will be taken up by separate correspondence.

(62)(10)The Director, CCC, has approved as a policy the extension of the enrollment period, for project assistants for companies shipped into a Corps Area from other Corps Area, for twenty (20) days beyond the date of arrival of the company at its new location. If practicable to do so and vacancies exist, project assistants in companies transferred outside of state of origin should be absorbed in other companies in state of origin, preferably those whose work projects are under the same technical service. If impracticable to effect such transfers project assistants should go with the company to which they are assigned.

(114)Project Assistants may be rated or non-rated, but assignments as assistant leaders or leaders are to be made only if and when there are vacancies in the number of rated positions allocated to the technical services. Project assistants in colored companies will be colored men.

Following is given detailed procedure covering the selection and certification for enrollment of project assistants as agreed upon between the Departments of War, Interior, Agriculture and approved by the Director.

(114)(56) 1. The Director has delegated to the Departments of Interior and Agriculture the responsibility of (a) initial acceptance of applications (or recommendation of junior enrollees for reclassification) and (b) for making final selection and certification for enrollment of all project assistants to be enrolled in Junior CCC companies.

(56) 2. The Director, through his special assistant, Mr. Frank Persons, will prescribe the official application form to be used for project assistants. This application will be reproduced in printed form by the Departments of Interior and Agriculture and made available through their respective field organizations.

(114) 3. The Project superintendent or other field officer authorized by the Departments of Interior and Agriculture to make selections of project assistants will prepare an "Application for Enrollment of Project Assistant" for each recommended applicant. This application will be prepared and forwarded in triplicate to the State Selecting Agency of the State in which the applicant claims residence for verification of certain data as set forth in (4) below. In taking such applications and in recommending for selection, fitness for the work to which the project assistant will be assigned shall be the sole governing consideration assuming the applicant to be qualified legally and administratively as herein set forth.

4. The State Selecting Agency will undertake to verify whether the applicant:

- (a) Is "unemployed and in need of employment" as required by the CCC law (Public No. 163 75th Congress.)

NOTE: The following definition shall apply: "For the purpose of selecting project assistants the phrase unemployed and in need of employment shall be understood to cover applicants - otherwise qualified by citizenship, fitness, and character; not regularly in attendance at school; not possessing other regular or full-time employment; who need the employment, and other opportunities offered by the Civilian Conservation Corps."

- (b) Has dependents.

(148) (114)

If the applicant has dependents, he will be required, in accordance with basic CCC legislation, to make a regular allotment in the amount of \$15 per month to those dependents and deposit \$7 per month with the Chief of Finance, War Department. If the applicant has no dependents but is otherwise qualified, he will be required to deposit with the Chief of Finance, War Department, a total of \$22 per month.

NOTE: The following definition shall apply: "Dependents shall be defined for the purpose of selecting project assistants as those members of an enrollee's family who without the allotment of a portion of his CCC monthly cash allowance would be unable to maintain a normal or average standard of living."

- (c) Is otherwise qualified, except as provided in Item (6) below, under the terms of the CCC law (Public No. 163 - 75th Congress), and the administrative regulations governing selection and enrollment issued with the approval of the Director, CCC.



5. The State Selecting Agency, after verification of the above data, will certify as to the facts (or failing to so certify, will attach to the application a letter of explanation). The triplicate application will thereupon be detached and will be retained by the State Selecting Agency in its files. The application (in duplicate) will then be forwarded to the appropriate Corps Area Headquarters.
6. The Corps Area Commander will check each application for project assistant with previous CCC service records in order to determine whether or not the applicant has previously been in the Corps and if so, whether he has received an honorable discharge therefrom. Exact notification as to dates of previous service and types of discharge will be entered on the application.
7. The application will then be turned over by the Corps Area Commander to the Corps Area Liaison Officer, CCC, who will forward the original and duplicate copies to the camp superintendent who originally accepted the application, or such other official as may be designated by the appropriate technical agency.
- (114) 8. If the application is then in order and no exceptions have been taken to the eligibility of the applicant, either by the State Selecting Agency or the Corps Area Commander, selection may be made by the camp superintendent during regular designated quarterly enrollment periods. Final action is accomplished by the project superintendent by signing the Certificate section of the application and handing the completed original copy to the Company Commander. The duplicate copy of the completed application is retained in the files of the technical service. Only sufficient selections will be made to fill existing vacancies.

9. Acceptance and enrollment will be made by the Company Commander in camp after appropriate physical examination in the same manner as for juniors.
- (114) 10. The State Selecting Agency which reviewed the application of the project assistant will be notified by the camp commander upon the final enrollment of each man who is enrolled as a project assistant.
11. Corps Area Commanders will have responsibility for determining that the number of project assistants in their respective Corps Area does not exceed five men per each junior company employed on a project located within their Corps Area.
12. Steps (3) to (9) inclusive, may be waived in cases where it is desired that an already enrolled junior be reclassified as a project assistant. Such reclassification may be accomplished at any time, without regard to enrollment periods. When such reclassification takes place, however, a new application in the form prescribed for project assistants should be made out and certified by the camp superintendent or other official designated by the Departments of Interior or Agriculture. The prior junior application form of any man so reclassified should be attached to, and become part of, his new project assistant application form.
- (56) 13. At the conclusion of each enrollment period each State Selecting Agency will secure from the appropriate Corps Area Commander information as to (a) the number of juniors reclassified as project assistants since the end of the last previous enrollment, (b) the number of newly selected project assistants enrolled during the enrollment period, and (c) the total number of project assistants in the various camps of the Corps Area on the last day of the enrollment period. Each State Selecting Agency will report this information to the Director's special assistant, Mr. Persons.



14. State Selecting Agencies will be notified of the discharge of project assistants in the same manner and on the same "Notification of Discharge" form as is prescribed for other juniors (see CCC WDR, December 1, 1937, Paragraph 36 c (3)). State Selecting Agencies will also be notified of the reclassification of juniors as project assistants in a manner to be agreed upon by the State Selecting Agency and the Corps Area Commander.

(114) A project assistant originally reclassified as being from a junior status, but who does not thereafter qualify or remain qualified as project assistant, may be again reclassified as a junior enrollee upon recommendation of the project superintendent, provided that he is still eligible for regular junior membership in the CCC.

(62)(13) Project assistants may be honorably discharged prior to expiration of enrollment for failure to qualify as such provided the project superintendent so recommends and provided the project assistant is not qualified as eligible to be retained as an ordinary junior enrollee. War Department CCC regulations provide that services of project assistants may be involuntarily terminated (except at end of enrollment period) only for reasons of gross incompetence or misconduct, the same as for other enrollees.

(114) A project assistant originally enrolled as such, who does not so qualify or remain qualified, may be reclassified as a junior enrollee only upon approval of the appropriate State Selecting Agency and provided he meets all junior eligibility requirements. In approving the reclassification of a project assistant as a junior enrollee, the State Selecting Agency will furnish the appropriate Company Commander with a junior "Certificate of Selection", (Form S210) properly certified.

(114) If, for any reason, the State Selecting Agency does not approve the reclassification of a project assistant (originally enrolled as such) as a junior enrollee, the appropriate Company Commander shall be so notified by the State Director of Selection, whose decision shall be final.

## COMPENSATION

PAY AND ALLOWANCES: The Act requires that the compensation of enrollees shall be in accordance with schedules approved by the President and shall not exceed \$30 per month, except for not more than ten per centum who may be designated as assistant leaders and who shall receive not more than \$36 per month, and an additional six per centum who may be designated as leaders and may receive not more than \$45 per month. The pay of enrollees has been established at the \$30, \$36 and \$45 rates for the grades indicated above.

Enrollees are provided, in addition to the monthly rates of pay, with such quarters, subsistence, and clothing, or commutation in lieu thereof, medical attention, hospitalization, and transportation as the Director deems necessary. Burial, embalming, and transportation expenses of deceased enrollees, regardless of the cause and place of death, will be paid in accordance with regulations of the Employees' Compensation Commission. The provisions of the Act of February 15, 1934 (U.S.C. 1934 ed., title 5, sec. 796), relating to disability or death compensation and benefits will apply to the enrolled personnel of the Corps. (See War Department Regulations for detailed allowances).

(200)(148)(79) ALLOTMENTS AND DEPOSITS: Selected Juniors with dependent member or members of their families are required to make a minimum allotment of not less than \$10 per month to such dependent or dependents, and also to deposit \$8 per month with the Chief of Finance, War Department.

(200)(79) A Junior applicant who does not have a dependent member or members of his family, who does not desire to make a voluntary allotment for the support of other relatives, and who is selected under regulations prescribed by the Director exempting him from making an allotment, shall have attached to his completed and certified application a verified statement in the form of a certificate that he does not have a dependent or dependents and is therefore selected with the understanding that a deposit of pay shall be permitted in lieu of an allotment. The minimum deposit for such men shall not be less than \$13 per month.

Veteran enrollees may receive a cash payment of \$8.00 a month from their basic pay. It is required that the remainder be allotted to dependents or deposited with the Chief of Finance, War Department. Allotments may be made only to dependents for the purpose of their maintenance and support and may not be made for other purposes. Table of allotment and deposit requirements is shown on following page.

Table of Veterans Allotment and Deposit Requirements

<u>Dependents</u>	<u>Monthly Cash Payment</u>	<u>Deposit with Chief of Finance</u>	<u>Compulsory Allotment to Dependents</u>
Wife only	\$8.00	\$7.00	\$15.00
Wife & 1 other	8.00	4.00	18.00 (Wife \$10
Wife & 2 other	8.00	2.00	20.00 (Dependents
Wife & 3 or more	8.00	0.00	22.00 (share equally.
No wife but			
1 other	8.00	12.00	10.00
2 other	8.00	7.00	15.00 (Dependents
3 other	8.00	4.00	18.00 (to share
More than 3 other	8.00	2.00	20.00 (equally.
No dependents	8.00	22.00	-

The division of the monthly basic pay as provided in the preceding Table will be for general application. In exceptional cases, however, upon request of the veteran the selecting agency may approve the allotment of the entire amount of the monthly basic pay to the dependents or may approve an allotment equal to the sum of the compulsory allotment and deposit.

Where separate allotments are required to meet special circumstances, the notes appearing to the right of the above Table indicate how the allotment is to be divided between dependents.

(56) CHANGES IN ALLOTMENTS AND DEPOSITS: Subsequent to the certification of an allotment or deposit by the selecting agency the designated allottee will not be subject to change, and the allotment or deposit will not be subject to reduction or cancellation, except upon approval by the selecting agency; and should the Corps Area Commander not concur in the action taken by the selecting agency, the matter will be referred to the Director's special assistant, Mr. Frank Persons, or the Veterans' Administration, Washington, D. C. through the normal channels of command. The decision of Mr. Persons or the Veterans' Administration will be final. Regulations provide for the designation of a new allottee when the original allottee cannot be located or is deceased.

The Company Commander may authorize the increase of an allotment from the approved deposit and/or cash payment or may authorize an increase in the approved deposit from the cash payment, without reference to the State selecting agency.

Junior or veteran enrollees who are selected as leaders and assistant leaders will not be required to increase the initial

allotment made by them at the time of their selection for enrollment, but may elect to do so with the approval of the Company Commander without reference to the selecting agency.

No allotment will be paid to an allottee residing in a foreign country.

WITHDRAWAL AND REPAYMENTS OF DEPOSITS: Enrollees will be permitted, upon approval of the Company Commander, to withdraw deposits prior to completion of or release from final enrollment in cases of emergency only, provided that, in all such cases, the enrollee making the request furnishes evidence satisfactory to his Company Commander that the need for withdrawal exists. Withdrawals will be limited to the following emergencies and will ordinarily be subject to verification by the selecting agency unless the Company Commander is familiar with the facts of the case:

- (a) Need of financial assistance to dependents.
- (b) Travel expenses home in event of serious illness or death in the enrollee's family.
- (c) Payments on property, including notes and taxes, if accruing in enrollees home community.
- (d) Such obligations as would embarrass the enrollee if not met prior to discharge from the CCC.
- (e) The procurement of articles or services which are properly payable from CCC funds will not be classed as emergency situations or obligations.

Repayments of deposits in cases of emergency will ordinarily be authorized in the total amount of one or more deposit certificates.



LEAVES OF ABSENCE

LEAVE WITH PAY: (a) Enrollees having completed a term of enrollment, provided that they immediately re-enroll, shall be entitled to leave of absence with pay at the rate of one day per month or major part of a month of the last term of enrollment, not to exceed a total of six days. This leave may be granted at the discretion of the Company Commander at any time during the term of re-enrollment.

(b) Under such instructions as the Camp Commander may prescribe, and with the approval of the Project Superintendent for members normally reporting to the latter for work with the work section of the company, leave of absence with pay, in an emergency, may be granted a member of the CCC, provided that the total leave so granted will not exceed one and one-quarter working days per month for the number of months the member has been enrolled and an aggregate of seven working days for the six month period.

(c) In addition to the leave allowances with pay authorized in (a) and (b) above, leaves may be granted as indicated below for the purposes of enjoying national holidays, religious feasts, and suffrage rights, provided no interference with essential duties is occasioned thereby; and in order to respond to calls for military training.

1. National holidays: Leave with pay may be granted on -- January 1, February 22, May 30, July 4, Labor Day, November 11, Thanksgiving, and Christmas.
2. Religious holidays: Leave with pay, the dates to be announced by further War Department instructions, may be granted to persons of the Jewish faith to observe the High Holy Days (Rosh Hashanah), the Day of Atonement (Yom Kippur), and to persons of the Greek Orthodox Church to observe their Christmas and New Year's, provided no leave is taken on December 25 and January 1.
3. Suffrage rights: Leave of not to exceed three days may be granted to qualified voters to enable them to register, where personal registration is required, and to vote in primary and in final elections. Pay, however, will be granted only for the day of registration of voting.

4. Military training. Enrollees who are members of the Naval Reserve, Marine Reserve, or who are Reservé officers will be granted leaves with pay for not to exceed fifteen days to attend annual active field training. The decision as to ordering Reserve officers who are enrolled members of the CCC to active duty for 14-day training will be left to the discretion of Corps Area Commanders.

(d) In addition to the above outlined leave with pay, special days of leave with pay may be authorized by the Director.

LEAVE WITHOUT PAY: When accrued leave with pay has been used up, leave of absence without pay may be granted under exceptional circumstances to enrollees called home by death or other emergency. Time lost because of leave without pay will not be made up.

LEAVE TO ATTEND SCHOOL: (a) Leave of absence to attend an educational institution of college grade of his choice may be granted an enrollee, without pay and allowances, provided that he submits written evidence from the head of the institution which he desires to attend that his application for enrollment has been approved.

(b) During the period of absence of an enrollee as authorized in (a) above, the accrual of enrolled service against the two year maximum will be suspended.

(c) Leaves of absence to attend educational institutions will not exceed an aggregate of twelve months.

LEAVE TO ATTEND C.M.T.C.: Leave will not be granted to permit enrollees to attend Citizens' Military Training Camps, except that enrollees may be granted leave without pay to attend the Blue Course of the C.M.T.C.

SICK LEAVE: Sick leave is not authorized. However, an enrollee absent from camp with authority, whether with or without pay, who is injured or who becomes ill and who in consequence is confined to a hospital or to his home, will be carried until his return as sick in performance of duty, provided the injury or illness is not the result of his misconduct, and provided further that investigation discloses that the additional absence involved was unavoidable. The leave status of the enrollee ends on the date injury or illness is incurred and in the event leave is on a non-pay status the enrollee is entitled to pay during the period he is carried as "sick in performance of duty".

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LEAVE BASED ON OVERTIME: Leaves of absence for enrollees based on the performance of overtime work in advance, are contrary to the desire of the Director, and will not be granted.



## DISCIPLINE

DISCIPLINARY RESPONSIBILITY: The commanding officer of each company or independent unit is charged with the responsibility of maintaining such discipline among his men as is necessary to provide equality of opportunity and privileges for them and to maintain the efficiency and good order of his unit. In this connection the technical personnel can indirectly cooperate with company commanders by quartering and messing at the CCC camps.

The status of all members of the CCC is that of civilians. For crimes and offenses which constitute a violation of civil (criminal) laws, enrollees will be delivered to the appropriate municipal (including county and State) or Federal authorities.

PUNITIVE AUTHORITY OF ORGANIZATION COMMANDERS: A company or independent unit commander may impose the following punishments, either singly or in appropriate combinations:

1. Admonition.
2. Reprimand.
3. Suspension of privileges for not to exceed one week at a time.
4. Assignment of extra work within the camp on non-working days but not in excess of 8 hours per day on two such days.
5. Forfeiture of cash allowance, but not in excess of 3 days' allowance in any one month.
6. Reduction of leaders and assistant leaders.
7. Discharge (administrative) without forfeiture of pay (including allotments).
8. Dishonorable discharge with forfeiture of pay (including allotments) due and unpaid at date of discharge, for service on and after the date of commission of offense. Deposits will not be forfeited.

Except in instances in which hearings are not required (see below) the punishments described in (7) and (8) above may not be executed until approved by the District Commander.

SUGGESTED APPROPRIATE PUNISHMENTS: (Note - Numbers in right hand column refer to those in the preceding paragraph).

<u>Offenses or type of offense</u>	<u>Punishment (Singly or in combination)</u>
(a) Minor infractions observed by those in authority or admitted by the member committing them.	1, 2, 3.
(b) Inexcusable failure to perform duties.	1 to 6 incl.
(c) Refusal to perform duties.	1 to 8 incl.
(d) Absence without leave.	1 to 6 incl.
(e) Desertion.	7 or 8.
(f) Continued or serious misconduct	7 or 8.
(g) Infractions of rules or regulations.	1 to 7 incl.
(h) Conviction by civil court when sentence involves confinement and is not suspended.	7 or 8.
(i) Larceny and other offenses involving moral turpitude.	8.

DECISIONS AS TO PUNISHMENT: In determining the proper punishment in a given case, consideration of previous infractions will be limited to those of record and occurring in the current enrollment. It is not mandatory that minor infractions be followed by punitive action. Administrative admonition or reprimand is on occasion the appropriate corrective procedure. Punishment may be limited to one form or may consist of an appropriate combination of two or more forms. It is mandatory, however, in cases of refusal to work in order to gain discharge that punishment include dishonorable discharge and in desertion cases either discharge (administrative) or dishonorable discharge as circumstances dictate.

HEARINGS REQUIRED: A company or independent unit commander, having ascertained that an offense properly cognizable by him and of a more serious nature than those described in (a) above, has been committed, will hold a hearing in the case, except, in the discretion of the organization commander, in the following instances:

1. Desertion.
2. Conviction by civil court of an offense involving moral turpitude.
3. Sentence by civil court involving in excess of 31 days actual confinement.

In hearings the accused will have the right to counsel of his own selection from available selected and enrolled men, the educational adviser, work agency personnel, or commissioned military personnel.

APPEAL FROM DECISION RENDERED: The right to appeal and prescribed procedure are covered by War Department regulations and will not be reviewed in this Handbook. The decision of the Corps Area Commander is final in appeal cases.

SPECIFIC DISCIPLINARY PROHIBITIONS: (a) Return of allotment money to men in camps.

(b) Violation of national, State, county, or local game laws.

(c) All forms of gambling by enrollees in the camps or elsewhere.

(d) The operation of automobiles, privately owned by members of the CCC since it is inconsistent with the basic condition upon which enrollment in the CCC is premised.

(e) Refusal to submit to vaccination and inoculation.

(f) Refusal to accept medical or dental treatment considered necessary for removal of disability.

PROMOTIONS

LEADERS AND ASSISTANT LEADERS: The CCC Act, approved June 28, 1937, provides that not more than ten per centum of the enrollees (of a company) may be designated as assistant leaders who shall receive not more than \$36 per month, and that not to exceed an additional six per centum of such enrollees may be designated as leaders and may receive not more than \$45 per month.

Ratings and Their Assignment

Authorized Enrolled Strength	Authorized		Army Overhead		Work Section	
	Leaders	Asst. Leaders*	Leaders	Asst. Leaders*	Leaders	Asst. Leaders
78	4	7	4	4	0	3
80	4	8	4	5	0	3
84	5	8	4	5	1	3
90	5	9	4	6	1	3
100	6	10	4	6	2	4
110	6	11	4	6	2	5
117	7	11	5	6	2	5
120	7	12	5	6	2	6
130	7	13	5	7	2	6
134	8	13	5	7	3	6
140	8	14	5	7	3	7
150	9	15	5	7	4	8
160	9	16	5	7	4	9
167	10	16	5	7	5	9
213	10	17	5	8	5	9
220	11	17	5	8	6	9
225	11	18	5	8	6	10
238	11	19	5	8	6	11
240	12	19	5	8	7	11
250	12	20	5	8	7	12

\* Assistant educational adviser included.

Should the strength of a company for any cause fall below that used as a basis for the appointment of leaders and assistant leaders, no demotions will be made on that account for the current month in which the company strength is so reduced. Demotion, however, will be made on the first day of the following month to conform to the allowances set forth in the table above on the basis of the strength as of midnight of the day before (the last day of the month). When large losses are anticipated at the end of an enrollment period, the War Department will normally suspend from operation on the first of the succeeding month the demotion requirements above outlined.

In a growing company additional ratings may be given whenever strength justifies them.

The appointment and disrating of leaders and assistant leaders is a function of the Company Commander, however, the War Department requires that the interest of the technical service in the leaders and assistant leaders of the work section of the work company must be considered and that their appointment and reduction be made by the Company Commander in consultation with the Project Superintendent. In the event of disagreement, the question at issue will be referred to the superior officers of the Army and the Technical Service.

PROMOTION TO SUPERVISORY AND FACILITATING PERSONNEL POSITIONS:

Subject to their meeting requirements of the job specifications, to employment policies established by the Director, and to the limitations outlined below, enrollees may be promoted to positions in the supervisory and facilitating personnel as follows:

1. To any position which requires professional training. Obviously very few enrollees will be qualified for such positions. Such appointments will ordinarily be made from Civil Service registers in accordance with usual Departmental procedure.
2. To not to exceed 20 percent of the vacancies in a given State in the following classes of positions:
  - (a) Those which require qualifications of an unskilled, non-technical and/or non-professional character.

- (b) Clerical and technical positions not requiring professional training, and skilled workers, any of which employees are needed for periods exceeding 90 days. (Promotion of enrollees to these positions for periods of less than 90 days are not affected by the 20 percent limitation).

For promotion of semi-skilled workers - see Personnel-Employees Section.



TRANSFERS, TRAVEL AND ALLOWANCES,  
DETACHMENTS AND DETAILS

TRANSFER OF JUNIORS: The transfer of enrollees who have special qualifications is authorized when requested by the technical agencies. Such transfers should be carefully restricted to the real needs of the work. Not more than ten enrollees may be so transferred from one company without specific approval of the Director. When such transfers are desired the local representatives of the Technical Service should initiate action by request through the Company Commander. Ordinarily enrollees should not be so transferred against their wishes. The transfer of key men to meet War Department needs is also authorized.

The transfer of enrollees upon their request from one camp to another will normally be denied.

TRANSFER OF VETERANS: The transfer of veterans who have special qualifications, between veteran companies, is authorized, and should follow the same procedure as outlined under "Transfer of Juniors".

A veteran may be transferred to a junior company, if he so desires, to fill the position of cook or mess steward. When so transferred, he will continue to be charged against the veterans' quota and all regulations concerning veterans will continue to apply to him. He will be one of the five enrollees per company authorized by law to be exempted from the limitations as to age, marital status, and length of enrolled service. When relieved from duty as cook or mess steward or upon his request, provided no disciplinary action is pending, he will be transferred back to a veterans' unit.

TRANSFER OF COMPANIES: The assignment and the transfer of companies to meet the needs of the CCC work program within Corps Areas is the function of the Corps Area Commander.

(164)COMMERCIAL TRAVEL: Whenever commercial means of transportation are necessary for official travel of enrollees attached to a technical service, the local representative of the Technical Service will make written request through military channels for issuance of travel orders and transportation request to cover. The cost of enrollee travel will be charged to the War Department procurement authority applicable to travel of enrollees. (See Fiscal Control Section).



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Sup. 189 (9/11/41)  
Sup. 164 (3/23/41)

(164) MOTOR VEHICLE TRAVEL ALLOWANCE: Payment of monetary allowance in lieu of quarters and subsistence is authorized to members of the CCC when employed as motor-vehicle drivers or when traveling in Government-owned vehicles on overnight journeys on the road at the rates of \$1.50 for quarters and \$2.25 for subsistence per day. Upon request of the Technical Service, travel orders for such journeys on Technical Service business will be issued by Corps Area, reconditioning camp, district and/or camp commanders.

DETACHMENT, DETAIL AND ALLOWANCES: Where the point of duty is sufficiently near a camp that an enrollee may be detached without involving per diem allowance and assigned as a clerk, warehouseman, telephone operator, or other comparable duties, such detached service may be arranged by the Technical Service and Army representatives. Detachments of enrollees to be placed on duty where quarters and rations in kind cannot be furnished, and involving per diem allowance, must be limited to emergency situations, and to points where civilian employment is not possible. Corps Area Commanders are authorized to place individual enrollees or similar groups thereof on detached duty for brief periods not exceeding 14 days to meet the special situation or emergency on a per diem allowance in lieu of quarters and rations in kind. If travel status is requested the per diem allowance will be in accordance with the following table of rates:

	Not to exceed <u>3 days</u>	4th to 6th days <u>inclusive</u>	7th to 14th days <u>inclusive</u>
Subsistence	\$2.25	\$1.65	\$1.40
Quarters	1.50	1.00	.75

If travel status is not requested, the per diem allowance will be \$1.20 for subsistence and \$0.75 for quarters.

(189) This allowance for subsistence and quarters will be paid from War Department funds subject to possible request for reimbursement. Such adjustments or transfers of funds as may be required to reimburse the War Department will be made by the Departmental Office of CCC Activities in Washington, and no action by Field Units will be required.

Requests to detach enrollees on per diem as outlined above should be made through military channels and should be authorized by Corps Area Commanders prior to such detachments.

GENERAL

CAMP OVERHEAD (ARMY) AND PROJECT WORK: A work company is organized into a company overhead section and a work section. The company overhead consists of the assigned Army officers and the numbers of enrollees given in the tabulation below. The remainder of the enrolled strength, including enrollees assigned to technical agency camp work, constitutes the work section.

(113) Enrolled Strength of Company Overhead

<u>Authorized Enrolled Strength</u>	<u>Enrollee Company Overhead</u>
Below 101	21
101-125	22
126-150	23
151-205	24
206-220	25
221-235	26
Above 235	27

The above tabulation includes the assistant to the camp educational adviser. While the number of company overhead shown above will govern in the normal case, it may be increased by the Corps Area Commander under exceptional circumstances.

When extra shifts of workers are used by the work agency, or emergencies have to be met by them which require extra meals to be served in camp, or meals to be transported to the field, and it becomes necessary for the Company Commander to assign extra men to kitchen duty because of such additional work, such extra enrollees should be carried as assigned to the work agency and their time charged to the projects which necessitated their assignment.

All enrollees assigned to side camps, regardless of their duties, are chargeable to the work agency. The time of such enrollees used as cooks, flunkies, or on other camp duties, including wood procurement, will be prorated to the work projects being handled from such side camp.

CAMP WORK DETAILS: The War Department requires that every effort be made by the company commander to turn over the full work section to the Project Superintendent daily. However, where work details are essential in the interest of sanitation and supply, to open camp roads, to prepare the ground for a new camp, or to perform other like duties, the company commander is authorized to take, and to supervise the employment of, the necessary number of men for their performance. It will frequently be to the mutual advantage of both agencies if the Project Superintendent can assign a civilian employee from his staff to supervise such details.

AWARD OF CERTIFICATE FOR VALOR: The authorized award for valor by the United States to CCC enrollees is an engraved Certificate for Valor. It will be awarded to enrollees who distinguish themselves by exceptionally courageous conduct in service beyond the call of duty. It will be made only for outstanding acts of heroism either while actually engaged on a work project, while in camp, or while on authorized leave away from camp. Awards are made by the Director, acting for the President. In all cases the Certificate for Valor will be accompanied by a citation, prepared and signed by the Director, and will comprise a brief statement of the circumstances surrounding the act for which the award is made. Full instructions relative to awards may be found in War Department Regulations, CCC.

CERTIFICATE OF PERFORMANCE ON ENROLLEES' DISCHARGE PAPERS: In order to state more adequately the nature of the dischargee's work performance under the direction of the Technical Service and to assist a worthy man in gaining future employment, the following will govern in the preparation of the discharge certificate.

Careful entries from data made available by the Project Superintendent will be made in the man's record of service by the Company Commander as to type of work done individually by the man and the character of its performance. Further, as a more definite recommendation to a future employer, a brief estimate of the man's actual performance and abilities as a workman will be given under the heading "Remarks" when submitted by the Project Superintendent to the Company Commander for inclusion on the Discharge Certificate.

The entry will be made in the form:

The Project Superintendent, Mr. \_\_\_\_\_ (Name)  
\_\_\_\_\_, (Address) \_\_\_\_\_, makes the following estimate  
of \_\_\_\_\_ as a workman:

(Here insert with quotation marks the estimate as  
submitted by the Project Superintendent)

It is intended that this estimate under "Remarks" be made only when it is creditable and helpful to the man. When this cannot be done no statement thereunder will be included.

In submitting this estimate of an enrollee, the Project Superintendent will do so by separate letter to the Company Commander. This letter will be filed with the enrollee's CCC Form No.1 and become a part of it.

This affords a very worthwhile opportunity to furnish capable enrollees with a certification which should be helpful to them in finding a job. The plan should be actively and uniformly followed.

MOVEMENT OF VETERANS' FAMILIES: Veteran enrollees should be advised against moving their families, residing at distant points, to the vicinities of the camps in which they are enrolled.

PROPERTY ACCOUNTABILITY: Members of the CCC are required to care properly for the clothing and equipment issued to them. They will be held pecuniarily responsible for supplies and equipment lost, damaged, or destroyed through neglect. Insofar as practicable, the procedure to be followed in fixing the responsibility for property lost, damaged, or destroyed, and collections in connection therewith will be the same as prescribed for Regular Army personnel. No charge for labor performed by enlisted or enrolled personnel will be included in repair costs to be charged against an enrollee who has been held pecuniarily liable for damage to a government vehicle. (For further details, see War Department Regulations, CCC).

UNUSUAL ITEMS OF CLOTHING, AND SHOES: Unusual items of clothing that are needed, such as rubber boots for drainage or stream improvement, or snow shoes, should be requested from the Company Commander. If not possible to obtain the items in this manner, the request should be referred to the Regional Forester for transmission with such details as are necessary, to the Liaison Officer of the Corps Area for his consideration.

The Technical Service may request the Company Commander to provide enrollees assigned to certain lines of work with shoes having composition soles rather than hob nails, where it is advisable to prevent slipping or to reduce accidents.

VACCINATION AND INOCULATION: Upon completion of their enrollment, all enrollees will be vaccinated against smallpox and inoculated against typhoid and paratyphoid. For further details, see War Department Regulations, CCC.







### SECTION 3. PERSONNEL - EMPLOYEES

#### CLASSIFICATION

(205) Positions paid from CCC funds are subject to the provisions of the Classification Act of 1923, as amended.

(205) (64) ALLOCATED POSITIONS: Allocated positions are those which under the provisions of the Classification Act must be allocated to particular grades of the compensation schedule of the Act. For all future classifications, submit an accurate statement of duties, using PCB #18 grades, titles and standards for qualifications where applicable. Such grades and titles are subject to review in the usual manner prescribed for positions paid from regular funds.

(64) UNALLOCATED JOBS AND PAY RATES: Unallocated positions are those which under the provisions of the Classification Act are exempt from allocation to particular grades of the compensation schedules of the Act. In lieu thereof the wage rate is determined on the basis of local prevailing wage. The following classes of positions are considered as unallocated (unclassified) under the Classification Act and Regions may use their own authorized schedules and pay rates based on local prevailing wage, subject to the following authorized limits.

#### Skilled Workers

(64) These include welders, mechanics' helpers, mechanics, painters, carpenters, plumbers, blacksmiths, stonemasons, bricklayers, power shovel operators and other skilled workers. For CCC facilitating personnel employed in such positions the following pay limits are authorized:

##### Power shovel operators:

Less than 1 cu. yd. ....	\$130 to \$170 per mo.
1 cu. yd or larger .....	150 to 200 " "
Machine Operators (Note #1) .....	90 to 140 " "
Blacksmiths & Tool sharpeners (Note #2) .....	90 to 130 " "
Mechanics, Tractor, Pump & Auto .....	90 to 150 " "
Elec. & Acetylene welders .....	130 to 160 " "
Other skilled workers .....	90 to 175 " "

(Note #1): A maximum of \$160 per month may be paid in Regions 1 to 6 and in Region 10 for motor patrol grader, tractor trailbuilder 60 or larger, and large crusher plant operators, if it is not possible to get operators of the required skill at a lower wage rate.



(Note #2) A maximum of \$150 per month may be paid to meet special conditions requiring men of exceptional skill.

(205) Employments for less than one month will usually be made at an hourly or daily rate and should agree with the local wage scale. There is no objection to the employment of artisans, such as carpenters, painters, plumbers, stone masons and other building tradesmen at the local hourly or daily wage rate for longer periods than one month if it is more advantageous to do so or if it is not possible to hire this class of worker within the monthly maximum rate above specified. However, in establishing the foregoing maximum monthly rate it has been the intention to make it sufficiently high to be attractive to this class of labor when employment is for an extended period. There may, however, be special cases where because of unusual local employment conditions the foregoing maximum limitations are too restrictive and do not meet well-established local monthly wage rates. Such cases should be presented to the Washington office with supporting data showing the basis for the local rate and the reasons why an exception should be made.

#### Unskilled Labor

It is contemplated that practically all unskilled labor will be performed by enrollees but when absolutely necessary laborers may be employed on authorized work at the local going rates, but not less than 45 cents per hour should be paid except a minimum rate of 40 cents per hour is authorized in the States of North Carolina, South Carolina, Tennessee, Georgia, Alabama, Florida, Louisiana, and Mississippi.

#### Miscellaneous

(204)(193) Caretakers will be hired for all vacant camps held in Technical Service custody as CCC property, except those that clearly come within the following classes:

- (1) Those occupied under temporary permit for military purposes, for internment of enemy aliens, as national work (Conscientious Objector) camps, and for other authorized purposes.
- (2) Those occupied as side camps and camps used for storage of excess equipment where a warehouseman is regularly employed.
- (3) Those occupied by regular Technical Service or State employees who are in a position to and are required to assume necessary caretaker's responsibilities incidental to their regular duties.

- (4) Those adjacent to regularly occupied Technical Service and State headquarters or stations, the location of which is such that normal protection from fire, theft and damage is assured by regular Technical Service or State employees.
- (5) Those in isolated locations inaccessible by road during the winter months where periodic trips are made by regular Technical Service employees for snow removal or adequate assurance against snow damage is provided by other means. (To be exempted from caretaker requirements during the winter months only).

The rate of pay for caretakers will ordinarily not exceed \$75 per month, but a rate of not to exceed \$110 per month may be paid at camps where large quantities of equipment are stored and the caretaker is responsible for looking after the inflow and outgo of the equipment or at camps at which for other reasons it is necessary to pay a higher rate than \$75 in order to obtain the services of a properly qualified person.

RECRUITMENT

(205) Recruitment will be in accordance with the usual Forest Service procedure, except that positions in Civilian Conservation Corps camps at salary rates not exceeding \$1,320 per annum may be filled by promotion of active enrollees. This applies to State as well as National Forest camps since technically there is no difference between a position in a State camp and one in a National Forest camp.

Sup. 205 deletes the following material:

All material formerly on page 303 amended by Supplements 48 and 53									
"	"	"	"	"	304	"	"	"	44, 59, 74, 114
"	"	"	"	"	306	"	"	"	
"	"	"	"	"	307	"	"	"	96
"	"	"	"	"	308	"	"	"	12, 60 and 96
"	"	"	"	"	309	"	"	"	12, 60, 75 and 101
"	"	"	"	"	310	"	"	"	60
"	"	"	"	"	311	"	"	"	60
"	"	"	"	"	312	"	"	"	27 and 60
"	"	"	"	"	313	"	"	"	12, 60 and 96
"	"	"	"	"	314	"	"	"	12, 60 and 96
"	"	"	"	"	315	"	"	"	20 and 60
First 2 paragraphs	"	"	"	"	316	"	"	"	9, 61 and 176.

New pages have been renumbered.

USE OF REGULAR PERSONNEL: Regular personnel will be used as far as their regular duties permit and where not contrary to the policy, instructions or orders of the Director or Secretary, to facilitate and supervise CCC work. Where provision has been made for regular personnel from regular Forest Service appropriations, it is not permissible to charge to CCC funds any such personnel when detailed to CCC work.

Where regular funds are not available for all or a part of the salaries of regular employees, those who are assigned to CCC work may be charged to CCC funds at their regular rates for such part of their time as is devoted to CCC work. Where regular work requires replacement of an employee detailed to CCC work who continues to be paid from regular appropriations and the replacement may be provided for out of CCC funds. These latter cases should be held to the absolute minimum.

Where certain CCC positions are set up it is permissible to promote thereto members of the regular personnel and pay them from CCC funds. This plan should not be used to defeat in any way the intent of the foregoing instructions regarding the mere transfer of a member of the regular personnel to the CCC payroll.

The above policies apply also to state employees assigned to CCC work.

(205) PERSONNEL FOR VETERANS' COMPANIES: As far as possible in conformity with the requirements for the selection and appointment of supervisory and facilitating personnel, such personnel for veterans companies should be selected from qualified veterans. In any event, within the foregoing limitations, young men otherwise qualified should not be selected for supervisory and facilitating personnel, but men of approximately the same age as the veterans should be employed. Transfer possibilities should be fully considered when necessary to meet this requirement. If possible, veterans should be selected as foremen for junior camps provided men with the necessary qualifications are found in veterans' camps.

EMPLOYMENTS FOR STUDIES AND PLANNING ACTIVITIES: While the total number of positions paid from CCC is controlled through maximum limits on the amount of CCC funds which can be used for services for each region, there has been considerable criticism by the Bureau of the Budget and the Director regarding the number of overhead engaged largely on studies and planning activities. In order that an acceptable balance may be attained it is necessary that the following policy be kept in mind in filling vacancies and in making transfers. The CCC is a work agency - its mission is to execute work projects which have been planned by the Technical Services. It is not a policy making or planning



agency and it is not, therefore, expected that it will share in the expense of plan and policy making. It is entirely proper that salaries of executives and incidental clerical and other help needed for proper handling of the operation of the camps be paid from CCC.

For example: The making of fire control surveys and the preparation of fire control plans which guide and determine the number and general location of lookouts, fire control roads and telephone lines which a given area should have for proper protection are not CCC activities (except insofar as certain phases of the work be handled by enrollees with the normal amount of supervision and are included in the camp work program). Likewise, the preparation of designs and specifications for lookout towers, observatories, truck trails and telephone lines is not considered CCC work. On the other hand the making of ground locations and surveys as the first steps in actual construction such as marking excavations for tower foundations and anchors, surveying and staking truck trails and telephone lines are considered part of the construction job to be financed with CCC funds. Negotiations, special surveys, etc., required in securing rights of way, are not considered CCC activities.

In such service activities as accounting and procurement the number of CCC positions should be based on CCC paying its proportionate share in accordance with the relative amount of work performed for CCC.

It is recognized that it may not be possible at the present time to adhere strictly to the policy as outlined, but it must be considered an objective, and progress towards its accomplishment will be expected to the extent that the occurrence of vacancies and current personnel adjustments present opportunities. If for any reason it is deemed necessary to fill a position (old or new) to be paid from CCC funds which is not clearly within the permissible classes outlined above, advance approval will be secured from the Washington Office.

Requests for such approval should be submitted in letter form and should cover the following points:

- (a) Title, grade, and location of position.
- (b) Place in the organization.
- (c) State if old or new position and give reasons for continuing or creating the position.

(205) Requests for appointment or promotion to grades higher than CAF-7 and P&S-2, should be submitted in letter form under a "K(CCC) Personnel" designation and should cover the following points:

- (a) Title, grade and location of position.
- (b) Place in the organization.
- (c) State if old or new position and give reasons for continuing or creating the position.
- (d) Brief description of principal duties and responsibilities.
- (e) Brief statement of main qualifications required and, if known, name of proposed appointee.

The request should be submitted in triplicate and an appropriate space for indicating approval by the Representative, Department of Agriculture, CCC, should be provided in the lower left hand corner.

(205) The usual recommendation (Form 41) covering such action may be attached to the above outlined letter, and if the filling of the position is approved, the Division of Personnel Management here will take the necessary action. Otherwise both the duplicate and triplicate copies of the letter will be returned to your office and if formal recommendations are submitted later the triplicate copy should be attached.

(205) To insure prompt action recommendation Form 41 involving the filling of CCC positions should hereafter:

- (1) Be forwarded with the letter requesting administrative approval (CCC) as above outlined, or,
- (2) Be accompanied by the triplicate copy of the letter showing such approval, or,
- (3) Be accompanied by a statement that approval of the CCC unit is not required for the filling of the position involved.

(205) (173) (57) FINGERPRINTING, CCC PERSONNEL: All civilian personnel paid from CCC funds employed for more than 30 days must be fingerprinted. The Army handles all work in connection with fingerprinting of enrollees and arrangements have been made for the Army to handle this work for Technical Service employees also unless such Technical Service employees are fingerprinted by the bureau concerned.

(205) Fingerprint charts taken by Army authorities for Technical Service employees will be turned over to the Technical Service and forwarded to Washington through Technical Service channels in the same manner as those taken by the Technical Service. The kind of appointment, formal or informal, should be indicated on each fingerprint chart.

(84) The Department of Justice requires that name and address of the nearest relative or person to be notified in case of emergency be included in the appropriate space on the fingerprint chart.



All fingerprint charts are to be filed with the Department of Justice.

VACCINATION AND INOCULATION: The Surgeon General of the Army has authorized CCC camp physicians to inoculate supervisory and facilitating personnel against typhoid and smallpox without cost to the men concerned provided such inoculation is deemed necessary by the Army to maintain health standards in the camp. When so requested by Army Officials for health and sanitation purposes in the camp, the Technical Service will require all members of the supervisory and facilitating personnel in the camp or camps involved to submit to the vaccination against smallpox and the inoculation against typhoid at the time of their arrival at the camp or otherwise as requested. Such treatments will be given by camp physicians at no cost to the men concerned. The designated camp physician, whether a regular Army surgeon or a local contract surgeon, is not otherwise obligated to give those treatments to CCC supervisory personnel free of cost. In other words, if not required for health and sanitation reasons by the Army, the CCC supervisory personnel are entitled to no more than other Department of Agriculture employees would be entitled to under normal circumstances.

MEDICAL ATTENTION: Civilian physicians, dentists, nurses, foresters, educational directors, and other civilians employed in connection with the CCC are not eligible for medical treatment at the expense of CCC funds. However, strictly emergency treatment, and such routine treatment of injuries which fall within the scope of the Federal Employees Compensation Act and which does not interfere with the normal work of the medical officers, physicians, and dentists on duty, may be provided at camp dispensaries for such personnel. Other medical service must be provided by those agencies which normally care for such personnel as provided for by the regulations of the Federal Employees Compensation Commission.

The Director, CCC, has approved the extension of services of dental teams to civilian personnel in work camps.

PHYSICAL EXAMINATION: According to War Department regulations the civilian personnel at CCC camps who are paid from CCC funds may be given a physical examination at CCC camps when requested by the Technical Service concerned, provided this examination can be made by the camp surgeon without additional cost to the Army allotment of funds for such as medical equipment and supplies not a part of the camp equipment or where the camp surgeon is paid part time or on a fee per patient basis. All the details concerning such physical examinations will be as the Corps Area Commanders may suggest.

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Sup. 205 (5/12/42)  
Sup. 186 (9/3/41)  
Sup. 175 (5/28/41)  
Sup. 6 (9/27/38)

(186) CITIZENSHIP AND LOYALTY REQUIREMENTS: All CCC civilian employees must be citizens of the United States and, regardless of tenure of employment, must complete and have notarized the citizenship and loyalty affidavits required in appropriation acts for the Fiscal Year 1942. Foreign born individuals who have received only their first papers may not be employed since they are not full citizens until final papers have been issued. Individuals of foreign birth (other than those born of American parents abroad) should either present evidence of final citizenship papers or evidence that the father was naturalized during the minority of the individual.

(205) (175) (6) RELATIVES IN GOVERNMENT EMPLOY:

Paragraph deleted by Supplement 205.

REDUCTION IN FORCE

(205) POLICY AND PROCEDURE: For instructions covering procedure in reduction in force see the Personnel Section of Volume I of the Forest Service Manual.

The following comments and instructions apply particularly to employees paid from CCC funds:

- (205) 1. Employees in a given grade and line of work may be grouped for a single CCC camp only or for an entire Forest or Region. The same procedure may be followed with respect to State camps. It is discretionary with the Regional Forester or other officer designated by him to determine whether the separation registers with reference to any particular grade and line of work shall be prepared for each camp separately, for the State as a whole, or for appropriate sub-divisions of the State. However, once an area of competition is established, the approval of the Director of Personnel of the Department is required in order to change it.
- (205) 2. Ordinarily it is assumed that it would not be desirable to include in the same register employees in both National Forest and State camps; however, there is no prohibition against it.
- (205) 3. Credit should not be given for service as a  
(174) CCC enrollee in computing the length of govern-  
(16) ment service in connection with preparation of separation registers involving reductions in force.
- (205) 4. Employees under Civil Service appointment who  
(174) were transferred from the regular rolls to the CCC rolls and are covered by line of retreat procedure should be provided for prior to a reduction in force, otherwise they are in competition with other CCC employees, with Civil Service status, who are in the same grade, performing the same line of work.

## PROMOTIONS

POLICY AND PROCEDURE: The Director, CCC, has left control of personnel policy with CCC Departmental Representative.

In general promotions of CCC supervisory and facilitating personnel will be made on a similar basis to that followed in promoting employees paid from regular funds.

### 1. Allocated Personnel

- (205) 1. Recommendations for the promotion within grade for meritorious service or advancement in grade of CCC employees serving under formal appointment will be included with those for the regular permanent employees under formal appointment and submitted to the Chief's office in the regular manner.
2. Employees serving under informal appointment but occupying allocated positions may be promoted with the approval of the Regional Forester subject to:
  - (a) Such limitations as have or may be established by the Department that directly affect CCC employees.
  - (b) Newly appointed employees will not be promoted until they have served a period of at least six months.

### 2. Unallocated Personnel

Employees occupying unclassified positions such as machine operators, mechanics, and skilled workers cannot be given administrative promotions within grade. Such action would result in placing their compensation out of line with local actual going rates scheduled by the Regions from time to time and on file in the Washington Office and the Department. There is no objection to increase in salary commensurate with change in assignment involving greater skill or responsibilities, but care must be exercised to see that in such case there is a definite change in duties and that the prohibition against promotions within grade for unallocated positions is duly observed.



### LEAVE

ANNUAL AND SICK LEAVE: In Decision A-88384 of August 21, 1937, to the Director, the Comptroller General held as to CCC employees as follows:

"\*\*civilian employees, as distinguished from the enrollees, of the CCC created by the Act of June 28, 1937, Public No. 163, are entitled to annual and sick leave either as permanent or as temporary employees depending on the tenure of employment, in accordance with the rules contained in the uniform annual and sick leave regulations, the statutory limitation of three years on the life of the CCC having no bearing on the matter."

(152) The CCC Civilian personnel may be allowed leave in accordance with the rules pertaining to the employees paid from regular appropriations.

(205) (112) FURLOUGH AND LEAVE WITHOUT PAY: Furlough and leave without pay may be granted on the same basis as with regular personnel.

COMPENSATORY TIME: Compensatory time may be granted on the same basis as with regular personnel.

HOLIDAYS: Employees may be excused from duty on the National Holidays: New Year's Day, February 22, May 30, July 4, Labor Day, November 11, Thanksgiving and Christmas. Employees may also be excused from duty on other Holidays when CCC work may not be properly performed. However, unless local celebrations or observances of holidays involve the closing of buildings or the withdrawal of other facilities essential to the performance of official CCC work, such occasions do not constitute acceptable justification for excusing employees.

QUARTERS AND OTHER ACCOMMODATIONS

(172) QUARTERS AND MESS: The War Department is authorized to provide shelter, rations and bedding for the Technical Service personnel.

The standard portable type of camp, approved by the Director February 20, 1936, includes a building 20' x 80' 7 $\frac{1}{4}$ " to serve as quarters for the Technical Service personnel. Ample sleeping quarters, with separate room for the Project Superintendent and a room for assembly and lounge purposes are provided.

Mess is provided separate and distinct from that of enrollees. Usually this is at separate tables at one end of the mess hall. Under no circumstances should Technical Service personnel eat at the same table with enrollees. Technical Service personnel are required to reimburse the company mess fund in cash on the basis established by the Company Commander.

(158) FURNISHINGS FOR CAMP QUARTERS: Authority, as outlined below, to supply furnishings for camp quarters has been granted by the Director of CCC:

The furnishing of living rooms assigned to CCC administrative (Army) and Technical Service personnel, is authorized, provided funds are available and under the following conditions:

1. Allowances authorized:
  - (a) For administrative personnel rooms (Army) .... \$200
  - (b) For Technical Service personnel rooms ..... 300
  - (c) Where living rooms of administrative and  
Technical Service personnel are combined ... 400

(168) 2. That except as noted below all furniture purchased should be of chrome plated steel tubular, either leather or imitation leather upholstered type.

3. That when purchased, furniture must be bought from one of the Government contracts now in force (General Schedule of Supplies, War Department, Navy Department and other Government contracts).

(168) 4. The requirement to purchase as above shall not preclude the use of furniture, in whole or in part, made by CCC; the making of such furniture is authorized and the cost of materials shall be included as a part of the allowance as above. All upholstery on manufactured furniture shall be leather or a good quality of artificial leather.

(205) 5. No further purchases of camp furniture will be made during the present war emergency unless and or until further notified.



(106) (73) QUARTERS DEDUCTIONS: The Director of the Civilian Conservation Corps has established the value of the quarters furnished civilian employees in technical service quarters buildings at CCC camps at \$5 per month. In the matter of quarters arrangements, civilian employees attached to CCC camps will be considered as being in one of two general classes and the following instructions will be followed in making salary deductions for quarters furnished for each class:

Class I - Employees who reside at the camp and have designated quarters assigned to their continuous use:

(a) Employees will be subject to a pay roll deduction at the rate of \$5 per month for quarters furnished.

(b) No reduction in the monthly deduction of \$5 will be made for absence of less than fifteen days within any one calendar month, except when employee is transferred, discharged, resigns or has his quarters assignment terminated when deductions will cease to be made on the date employee completely vacates the quarters.

(c) For absence of fifteen or more continuous days within any one calendar month a reduction of 16-2/3 cents will be made for each day of such absence from the regular \$5 per month charge.

Class II - Employees not in travel status who reside elsewhere and who occupy quarters only for short or intermittent periods when they stay at the camps because of the requirements of the work or otherwise:

(a) Employees who occupy quarters for one or more nights at intermittent periods will be subject to payroll deduction at the rate of 16-2/3 cents for each night the quarters are actually occupied.

(b) When quarters for which an absent employee is being charged under the above rules are temporarily occupied by a second employee (not in travel status), deduction will be made from the salary of the second employee for the period involved and the deduction from the salary of the absent employee will be decreased accordingly.

may  
Emergencies/arise where it is necessary for two employees to share quarters which are normally provided for one. In this case, deductions at above rates will be made from payroll of both employees.

An employee will not be considered as absent from his quarters unless his personal belongings have been removed.

The policy and procedure outlined above referring to individual quarters normally provided in technical service quarters buildings at CCC base camps, will also apply to quarters furnished civilians in enrollee barracks except that the value established for such quarters is \$2 per month and 6-2/3 cents per day.

In side camps either the \$5 or \$2 rate will apply, depending on which class the quarters furnished most nearly approximate.

(184) QUARTERS FOR TRANSIENT EMPLOYEES: CCC Regulation 53\*C (Change No. 73) dated April 18, 1941 provides that transient employees (in travel status) who are officially stationed at points other than at the camps, (as distinguished from Class II employees, above), will be charged 25 cents per night for lodging in Civilian Conservation Corps work camps. This charge will include the cost of laundry incident to the occupancy of the room or bed assigned for such use. Orderly service, however, is a personal matter between the transient employee and the orderly and is not provided for in this charge.

BATHS AND LATRINES: Baths and latrines separate from those of the enrollees should be provided for the civilian personnel in each camp.

(191) USE OF ALCOHOL IN CAMPS: On December 3, 1935, the Director asked the Army and the using agencies to issue instructions against having liquor or drinking in CCC camps by supervisory and technical personnel. This request was complied with in ECW-Supervision letter of February 23, 1936, to the field, providing penalties of immediate suspension pending investigation, with possible immediate dismissal. Again on December 19, 1940, the Director more definitely asked that his former rule be enforced, by recommendation for immediate dismissal, if necessary. Field officers were informed of this second request in K(CCC) Personnel, Procedure letter of February 3, 1941. In this connection the War Department under date of December 23, 1940, issued the following order to its personnel:

"In connection with the instructions contained in basic communication it is desired that necessary steps be taken to insure compliance with the wishes of the Director with which the War Department is in complete accord. All concerned will be advised that violation of these instructions will render them liable to dismissal with prejudice."

MISCELLANEOUS INSTRUCTIONS INHERENT TO CCC EMPLOYEES

FIELD CLOTHES AND UNIFORM REQUIREMENTS: By joint memorandum of representatives of the Departments of Agriculture and Interior dated April 27, 1935, minimum standards for field clothes to be worn by all members of the supervisory and facilitating personnel on duty with CCC camps are described in detail. In a supplemental memorandum of July 23, 1935, these same specifications were made standard for temporary CCC inspectors, permitting certain exceptions and optional features. These specifications were again revised December 1, 1935, and all Regions were furnished copies. Since Regions are informed of current revisions or additions to the specifications by appropriate circular no attempt is made to cover such specifications in this Handbook.

Regular or permanent members of the Technical Services will continue to wear the type of field clothes prescribed for their respective Services.

POLITICAL ACTIVITIES PROHIBITED: All non-Civil Service workers in CCC must faithfully observe the restrictions on partisan political activity which apply to Civil Service employees.

Competitive employees, while retaining the right to vote and to express privately their opinions on political subjects, are forbidden to take an active part in political management or in political campaigns. This also applies to temporary employees on leave of absence or without pay, substitutes, and laborers. Political activity in city, county, State or National elections either primary or regular, or in behalf of any party or candidates or any measure to be voted upon, is prohibited.

(187) Paragraph deleted.

SPECULATION IN STOCKS, BONDS, OR COMMODITIES CONTRARY TO GOVERNMENT POLICY: The following is quoted from President Roosevelt's letter of April 22, 1937 to the Civil Service Commission:

"I believe it to be a sound policy of the Government that no officer or employee shall participate directly or indirectly in any transaction concerning the purchase or sale of corporate stocks or bonds or of commodities for speculative purposes, as distinguished from bona fide investment purposes. Engagement in such speculative activities by any office or employee, whether under the competitive Civil Service or not, should be among the matters considered by the heads of departments and establishments and by the Commission in passing upon questions concerning his qualifications for retention or advancement."



All officials and employees of the United States Department of Agriculture, whether under competitive Civil Service or not, are informed that speculation on their part or in their behalf in corporate stocks or bonds or in commodities is contrary to Government policy.

LIABILITY INSURANCE FOR DRIVERS OF GOVERNMENT CARS: Members of the supervisory and facilitating personnel who drive Government cars should be encouraged to take out the group insurance policy covering public liability as issued to the members of the regular organization.

TRAINING: Duties and responsibilities of the Technical Service personnel in the training of enrollees is covered in the Training Section of the Handbook.

(205) (92) HOURS OF WORK: Technical Service personnel are required to work the same hours observed by regular Department of Agriculture employees, namely 8 hours per day, 44 hours per week, or 5½ days if assigned to field work; and 7 hours per day, 39 hours per week or 5½ days if assigned to office work. (Increased to 8 hours per day and 44 hours per week during the present war emergency.)

Mechanics and other employees whose employment is subject to the 8-Hour Law, whether stationed at camps or other headquarters may give their services (aside from the regular working hours stated above) in connection with enrollee class educational instruction work and such service shall not be construed as a violation of the 8-Hour Law. (This policy is based on Attorney General's decision of August 8, 1939.)

(159) RETREAT FORMATION: Technical Service personnel should ordinarily participate in retreat formation. However, project superintendents are authorized to excuse camp employees who may be on special duty at the time, thus making it inconvenient for them to be present. Also project superintendents are authorized to excuse from retreat formation mechanics or other employees if their hours of work are such that they would not have time to clean up and dress themselves appropriately for the ceremony.

REPORTS

MONTHLY: Monthly personnel employment reports (Form 11-A for inside and outside the District of Columbia) are required. Full instructions for preparing these reports are contained on the forms.

FISCAL IRREGULARITIES: Prompt report should be made to the Washington Office covering the following points for each case of fiscal irregularity involving CCC personnel:

1. Name, title and date of employment of each person involved in any irregularity.
2. Indicate whether under formal or informal appointment.
3. Nature of offense and amount of funds or value of Government property and supplies involved. If a case of unlawful use of Government property or misappropriation of supplies, indicate extent.
4. State disciplinary action taken.
5. State whether or not criminal prosecution was recommended and if so, give present status of case.
6. Add any other information that would be helpful to complete the picture, such as extent of audit of camp and unit office records and other corrective measures. Lengthy statements are not necessary.







SECTION 4. CAMP PROGRAMS AND PROJECT WORK

CAMP PROGRAMS

(143) PERIODIC RECOMMENDATIONS FOR CAMP PROGRAMS: In advance of the start of each work period (April 1 and October 1) Regional Foresters and the Bureaus concerned are called on for recommendations as to changes they desire to make in their respective camp programs for the ensuing period.

Forms used in connection with the recommendations are:

CCC Camp Program Form 1, - "\_\_\_\_\_ Period CCC Camp  
Program Recommendation."

Two copies of this form should be submitted.

CCC Form E, - "New, Continued, or Reestablished  
Camp Proposed for \_\_\_\_\_ Period."

(143) Two copies of this form should be submitted for each new camp recommended, but need not be submitted for continued and reestablished camps unless their work programs are to be materially different as to kinds and purposes from that indicated on the last previous Form E submitted.

(143) "Request for the Establishment of a CCC Work Project and Camp."

Three copies of this form should be submitted for each new and reestablished camp (except seasonal reoccupancies) recommended. (Two of these three copies are intended for the Director's use.) As the form indicates, local inquiries to obtain answers to questions listed should not be made in advance of the Director's approval for the camps since that might give rise to undesirable local reactions if program circumstances prevented favorable consideration for the requests.

CAMPS NOT TO BE APPROVED PRIMARILY FOR MAINTENANCE WORK: A reasonable percentage of maintenance work, in the vicinity of authorized camps, on approved classes of projects, as discussed under "Permissible Classes of Work", may be undertaken on Federal or State lands as an incidental part of the camp work program. However, maintenance work will not be considered as part of the work program justifying establishment, reestablishment, or retention of a camp.

CHANGES IN NEW CAMP SITE LOCATIONS: (See also paragraph, "Revisions In Camp Programs"). It is permissible to reselect, without the Director's advance approval, camp sites in counties (within the same State) adjacent to those named in the original approvals, provided all of the following four conditions prevail:

1. Change made to obtain more suitable camp site.
2. No change in program of work or work area involved.
3. No obligation or expense incurred in connection with site to be dropped.
4. Army concurs in change in camp site location.

In all such cases as soon as a new camp site has been agreed upon with the Army, in order that the Director may be promptly notified, Regional Foresters should inform the Washington Office concerning such changes, (sending a copy to the Corps Area Liaison Officer) covering the following details:

1. Camp Number.
2. State, County, and Post Office for location originally approved by the Director.
3. County and Post Office, new location.
4. Reason for making the change.
5. That the new site has been agreed upon with the Army and that no obligations or expenditures have been incurred in connection with the site originally approved.
6. That the change is justified even if it might result in serious community or other organizational protest. Discuss briefly.
7. Whether the change involves transfer to another Congressional District.
8. Other details or information pertinent to the change involved.

In the event the Technical Service finds it advisable to make a change in camp site location (without change in program of work or work area) after the original site has been selected and agreed upon with the Army, and the Army for any reason objects to the proposed change, the case should be submitted to the Washington Office. In such cases the following procedure should be followed:

1. Request Liaison Officer to inform the Corps Area Commander that a change is to be requested in order that the latter may prevent the construction of any improvements (or suspend construction if already under way) on the site to be dropped, pending decision by the Director.
2. Ascertain whether the Army has incurred any obligations or made any expenditures in connection with the site to be dropped, and if so the nature of obligations, amounts expended and status of improvements to date.
3. Submit to the Washington Office a complete report covering (2) above, together with reasons why the change justifies abandonment of the site. Send copy of report to Liaison Officer.

REVISIONS IN CAMP PROGRAM: Revisions in camp program require approval by the Director in addition to approval by the Washington Office. In the preparation of periodic recommendations for camp programs, it is urged that Regional Foresters give the matter careful and thorough study in order to avoid necessity for requesting revisions after the recommendations have been submitted to the Washington Office. If a revision is urgent, complete information outlining the reasons therefor should be submitted for consideration. The Liaison Officer should be informed as to contemplated changes.

ASSIGNMENT OF VETERANS' COMPANIES: Occasionally the nature of the work, unsuitability of climate, or other factors make it clearly inadvisable to assign Veterans' companies to certain camps. In advance of the preparation of mobilization plans by a Corps Area Commander, Regional Foresters should inform Liaison Officers as to their wishes in this respect in order that Veteran companies may be assigned to the mutual advantage of all concerned.

ASSIGNMENT OF COLORED COMPANIES: Colored companies, by order of the Director, will be assigned within the State of origin unless it becomes necessary, for reasons outlined below, to move them to a Military Reservation outside the State, or to retain them at a camp outside the State of origin, where they may have been assigned prior to the Director's present policy order. Either of these exceptions is due to the inadvisability of assigning a colored company to any of the camps on the approved program within the State of origin because of local community objection. The Technical Service to which a colored company may be assigned cannot refuse to accept such company in the absence of serious objection on the part of local residents. The assignment procedure now being followed is outlined below.

1. Whenever a colored company is to be assigned to -
  - (a) a new camp to be occupied,
  - (b) a vacated camp to be reoccupied, or,
  - (c) an occupied camp where the present company is to be replaced, responsibility as to assignment rests with the Army.
2. The Corps Area Commander, in consultation with the Technical Services through the Liaison Officer, tentatively selects the camp for such assignment.

Normally the Liaison Officer will recommend a camp which is to be operated by the same Technical Service operating the camp from which the colored company will come. Under certain conditions, however, the Liaison Officer may find it desirable to recommend a different Technical Service as the receiving agency.

3. The Liaison Officer will then notify the selected Technical Service as to the tentative camp assignment and will ascertain -
  - (a) whether such assignment is satisfactory, or,
  - (b) whether a different camp on its approved program would be a more desirable location, or,
  - (c) whether local community objections will make it undesirable to assign the company to any of its approved camps.
4. If the situation mentioned under 3(c) above, develops, the Technical Service concerned must bear in mind that unless it is possible to assign the company to any of the approved camps of one of the other Technical Services operating within that State, and, obviously, to obtain in exchange therefor a white company, (or retain a white company in place), the Technical Service originally selected to take the colored company must be prepared, in order to keep the program in balance, to specify which one of its camps will be dropped from its approved camp program to offset the assignment of the colored company to a Military Reservation or to some other camp, neither of which was included in the camp approvals within the State concerned. This will insure the assignment of white companies at all camps within the State where there was objection to the assignment of colored companies (except that the one camp will be unoccupied).
5. If the situation covered under (4) develops, namely, that no location can be found where there will be no serious local community objection, established procedure provides that the Corps Area Commander will make formal request on the Governor of the State to specify any camp, scheduled for use during the next work period (regardless of Technical Service), where, in his judgment, the company should or can be placed. (It is felt that such action on the Governor's part might tend to overcome local objection).



If he specifies a camp, the colored company will be so assigned and the white company at that camp, or scheduled for that camp, will be available for re-assignment. However, if the Governor fails to act, or if he selects a camp and local objection still continues to make such assignment undesirable (in which event the colored company will not be so assigned), action as outlined under (4) above will be in order with the Technical Service first selected by the Corps Area Commander bearing a possible cut in its camp program. The action is further discussed under (6) below.

6. If it is not feasible to assign a colored company to any of the camps in the approved program, the following action will be in order:-
  - (a) The Director has authorized the War Department to move such colored company, temporarily, to an unoccupied camp on a Military Reservation, not necessarily in the State of company origin, and to leave vacant the camp originally selected for such assignment. If a white company already occupies such camp it will be removed and sent elsewhere in order that all approved camps of the other Technical Services may be occupied.
  - (b) Instead of moving the colored company to a Military Reservation, it may be preferable to leave the company at the camp where located pending final adjustment. Obviously, such action would not be feasible if the program of work at such camp had been completed, and in any event it would require the Director's approval since it would involve a change in camp program for the ensuing work period. (Since an approved camp is being left vacant and if the Military Reservation camp is not occupied, camp program revision is required).
  - (c) Assuming the company has been moved to a Military Reservation or is being temporarily held at its original camp, and local objection at the selected camp has not disappeared within a reasonable time, the Director will entertain recommendations from any Technical Service, submitted through channels,



for the occupancy of a camp not on the approved program in order to provide an acceptable work site for the colored company.

The above procedure is outlined on the basis that no companies, at least within the Corps Area concerned, are scheduled for disbandment in connection with the approved camp program for the ensuing work period. If any companies are to be disbanded the War Department may be able, in some instances, to effect changes in its demobilization plans in order to take care of such situations, as are discussed above, at a time when the difficulty becomes apparent, thus solving at its inception what might otherwise develop into both an undesirable situation and a complicated problem.

(5) PREPARATION FOR CAMP OCCUPANCY: The Director has requested the Army to refrain from moving companies until assured by the Regional Forester that adequate work equipment, (particularly automotive equipment), and technical and non-technical supervisory personnel is available to operate the camp efficiently at its new location. Corps Area Commanders should be notified through Liaison officers as far in advance as possible of the dates when new or reestablished camps will be eligible from this standpoint to receive companies.

(87) COMPANY MOVEMENTS: Company movements within a State or between States within a given Region which affect only camps operated by the Forest Service, may be arranged by mutual agreement between the Forest Service and the Army. However, such arrangements must not exceed policy limits hereinafter described.

(87) A definite rule has been established that the receiving agency has priority in company movements and that a special effort is to be made to expedite movements to locations where for any reason work can be accomplished only or to greatest advantage during certain seasons of the year.

(87) Normally, company movements, especially those affecting more than one Technical Service and all inter-Regional movements, will be made as soon after the beginning of a program period (April 1 and October 1) as the receiving agency is prepared to use the company, and may be made before the beginning of the period if agreeable to other Technical Services that may be concerned, and the Army.

(87) In line with standing instructions of the Director's Office, no camp should be occupied by a company before or until the Technical Service concerned is prepared with equipment, supervisory personnel and work plans to begin project operations. Liaison Officers should be advised promptly when delays in camp occupancy for those reasons are anticipated in order that the Army may be notified accordingly.

(87) Regional Foresters may submit to the Liaison Officer for consideration by the Corps Area Commander, complete or partial tentative mobilization plans showing desired company movements and approximate dates for moving in and out of camps, especially those occupied on a seasonal (summer or winter) basis. However, since the planning and execution of company movements is a War Department function, Army concurrence is essential for carrying out such tentative plans. Adverse Army decisions are subject to appeal, of course, in important cases. Often, appropriate delays that do not interfere with plans of the Army, or those of another Technical Service, and which do not handicap the Army in meeting its responsibilities may make it possible to hold a company beyond the date it would otherwise be moved, in order to complete certain work, as, for example, spring or fall planting, or to take advantage of favorable working conditions. This type of Technical Service planning will also serve as a suggested guide for assigning companies to the best advantage of the Technical Services from work and personnel standpoints.

(87) In the above connection, the Director has given the Army special authority, when a Technical Service requests such action, to delay the out-movement of companies from camps scheduled for closing at the end of regular program periods (March 31 and September 30) for short-term periods (not to exceed 30 days) without his special approval when such action is necessary in order to leave a project in the condition in which it should be left. Requests for such delays should be submitted to the Army (either to Army District Headquarters or to the Corps Area) through Corps Area Liaison Officers as far in advance of the scheduled closing as possible in order to provide sufficient time to arrange the desired delays with least disturbance to Army plans, and those of other Technical Services if the camps of other work agencies should be involved. However, special approval must be obtained from the Director, through regular camp program channels, when delays for periods longer than 30 days are required for the same purpose. Requests for this type of delay (longer than 30 days) should indicate whether another Technical Service is involved, and if so whether the Army and the receiving Technical Service have concurred in the proposed delay.

(87) The foregoing special arrangement does not apply to movement of companies in and out of seasonal (summer-winter) camps, which normally depend on weather and other physical conditions. Such movements will continue to be made in accordance with long established procedures, without need for the Director's special approval.

(87) In general, Corps Area Commanders have been requested to give full consideration to the wishes of the Technical Services before reaching decisions as to the actual dates of company movements, which depend in part upon considerations of supply, sanitation, health, and the orderly incorporation of new replacements. Similar cooperation on the part of the Technical Services, to facilitate Army plans and functions and to accommodate plans of other work agencies, is obviously desirable.

WEEKLY REPORTS FROM LIAISON OFFICERS ON COMPANY MOVEMENTS:

Liaison Officers submit to the Chief Liaison Officer, weekly reports on movement of companies in or out of camps of all Technical Services when the transition from one period to the succeeding one is in process. The reports are based on Corps records for the week ending Friday of each week, and will be forwarded to reach the Chief Liaison Officer not later than the following Wednesday.

The reports give for each camp occupied or evacuated the company number, camp designation (F-2, SCS-10, SP-4, etc.) the State where located, the date occupied or evacuated, and information to indicate whether the company is composed of white or colored juniors or white or colored veterans. The report also lists separately all camps to be evacuated or occupied until such time as they are evacuated or occupied in the event company changes are effected. It also includes information covering company disbandments and replacements, listing companies involved. Thus, as company movements continue to be made, these lists are correspondingly reduced until there are none left on which to report when the final company movement has been made and the final report submitted.

Three different dates generally are involved in the evacuation of camps, and two in connection with camps being established or re-established. These are: -

1. Dates advance cadre leaves camp being evacuated and moves into camp being occupied.
2. Similarly, dates of main company movements.
3. Date the cadre, which remains behind to take care of necessary camp work and turn custody of camp over to the Technical Service, leaves the camp.

Unless otherwise specifically requested the date the main company evacuates a camp and date a main company occupies a camp are the dates reported. The other dates are available from other official reports, namely, Form CCC-7 for first and last work dates and Form F for date custody of camp is turned over to the Technical Service after evacuation.

A suggested form for use in submitting the report has been furnished Liaison Officers.





PROJECT WORK

GENERAL

PERMISSIBLE CLASSES OF WORK: Section 3 of the CCC Act of June 28, 1937, provides as follows:

"In order to carry out the purpose of this Act, the Director is authorized to provide for the employment of the Corps and its facilities on works of public interest or utility for the protection, restoration, regeneration, improvements, development, utilization, maintenance, or enjoyment of the natural resources of lands and waters, and the products thereof, including forests, fish and wildlife on lands or interest in lands (including historical or archeological sites), belonging to, or under the jurisdiction or control of, the United States, its Territories, and insular possessions, and the several States: PROVIDED, That the President may, in his discretion, authorize the Director to undertake projects on lands belonging to or under the jurisdiction or control of counties, and municipalities, and on lands in private ownership, but only for the purpose of doing thereon such kinds of cooperative work as are or may be provided for by Acts of Congress, including the prevention and control of forest fires, forest tree pests and diseases, soil erosion, and floods: PROVIDED FURTHER, That no projects shall be undertaken on lands or interests in lands, other than those belonging to or under the jurisdiction or control of the United States, unless adequate provisions are made by the cooperating agencies for the maintenance, operation, and utilization of such projects after completion."

Paragraph 2 of Executive Order No. 7677-A, approved July 26, 1937, to be effective as of July 1, 1937, reads as follows:

"The Director of the Civilian Conservation Corps is authorized, subject to the limitations and restrictions contained in Section 3 of the said Act of June 28, 1937, to undertake projects on lands belonging to or under the jurisdiction or control of counties and municipalities, and on lands in private ownership."

It will be noted that Section 3 of the Act authorizes the Director to approve the same general classes of work on both Federal and State lands (or on lands under the jurisdiction or control thereof) except that on any lands other than those belonging to or under the jurisdiction or control of the United States, adequate provisions must be made "for the maintenance, operation, and utilization of such projects after completion". Further, Section 2 of the Act gives the Director "complete and final authority in the functioning of the Corps, ----- subject to such rules and regulations as may be prescribed by the President in accordance with the provisions of this Act." In line with authority contained in the preceding sentence, and since the Director under preceding Acts and authority from the President authorized CCC work on State and private lands, only after the respective Governors agreed to endeavor to get the State Legislatures to enact legislation looking towards reimbursement of the Federal Government, under certain conditions and within certain specified limitations, this provision relative to reimbursement is being continued under the Act of June 28, 1937. (See paragraph, "Restrictions Governing Work on State, County, Municipal, or Private Lands").

As to the "County, Municipal, and Private Land" group, the classes of authorized work are more limited than on Federal and State lands, and, as on State lands, it is required that adequate provisions be made for the maintenance, operation, and utilization of the projects after completion. Projects in this group will be limited to, first, the prevention and control of forest fires, forest tree pests and diseases, soil erosion, and floods, and second, to any additional classes of cooperative work which are or may be provided for by Acts of Congress. As to the latter, individual cases involving desired projects not included in the chart below should be referred to the Washington Office for decision as to permissibility, and the chart will be revised whenever occasion necessitates.

One other factor is involved in connection with permissible classes of work, namely, that occasioned by the phrase "under the jurisdiction or control of", which appears in Section 3 of the Act, in connection with work done by Federal or State camps. It would be difficult to define this phrase so as to cover all possible angles of all cases, therefore, for the time being, individual cases will be submitted to the Washington Office for decision as to permissibility for doing specific projects which could not otherwise be done on lands which are not in Federal or State ownership. Several factors will have an important bearing in



making the decision, including, -

1. Length of time the land can definitely be expected to remain under such jurisdiction or control.
2. Whether complete control or only that in connection with certain activities, such as fire control, grazing, etc., is involved.
3. The kind of agreement, lease, or other contract involved.
4. Whether, within the period of the agreement, lease, or other contract, the land is subject to sale and corresponding cancellation of existing agreement or contract.
5. Whether the recommended classes of work are consistent with the purposes of the jurisdiction or control agreement.

Within the limitations, exceptions, and conditions discussed above, the classes of work as shown in the tabulation below may be undertaken at camps operated by or under the supervision of the various Bureaus of the Department of Agriculture (not including SCS) on land ownership as indicated in the first column by A, B, and C.

A - National Forest Lands. (Also other reservations administered by Bureaus of the Department of Agriculture).

B - State Forest Lands. (Also State-owned game refuges).

C - Private, County and Municipal Lands. (This list and limitations applies also to Coos Bay Grant lands in Region 6).

Land Ownership	:	Permissible Classes of Work
	:	(See notes (a) to (e) at end of list)
	:	
A B C	:	Bridges, horse, foot, and vehicle.
	:	
	:	(C) Fire protection only.

Land Ownership	:	Permissible Classes of Work
A B C	:	Dams; impounding and diversion for flood control or recreational developments, etc. (See paragraph "Approval Required For Certain Dam Projects").
	:	(C) For flood control only.
A B C	:	Drainage ditch clearing.
	:	(C) Only in organized drainage districts.
A B C	:	(28) Emergency fire control landing fields. (Require authorization of Civil Aeronautics Authority, as outlined in this Handbook, page 426a-b, under "AIRPLANE LANDING FIELDS.")
A B C	:	Eradication of poisonous plants.
	:	(C) Only where necessary to protect adjacent public lands.
A B C	:	Erosion control - gully control by check dams, diversion ditches, planting, fencing gully heads and planted areas where necessary; terrace outlets; simple measures of bank protection against erosion; terracing on publicly-owned lands.
	:	(C) All except terracing.
A B C	:	Fire breaks.
A B C	:	Fire prevention and presuppression.
A B C	:	Fire suppression.
A B C	:	Forest Stand improvement.
	:	(C) Small demonstration areas on Federal or State demonstration projects. (See paragraph "Cooperation In Forest Stand Improvement - Demonstration On Private Land").
A B C	:	Ground water surveys (fire protection).

Land Ownership	:	Permissible Classes of Work
A B C	:	Hazard reduction; snag falling, roadside, camp-ground and trailside cleanup, etc.
	:	(C) For fire protection only, but nothing which State law requires to be done by owner.
A B	:	Landscaping, at headquarter stations, campgrounds, along scenic roads, etc.
A B C	:	(125) Mosquito control.
	:	(A) (B) (C) Permissible only when necessary as a sanitary measure initiated by the Army to clean up areas around CCC camps.
A B	:	Portals (native rock, log, etc.) at entrance to reservation.
A B C	:	Predatory animal control.
	:	(C) Only where necessary to protect adjacent public lands.
A B C	:	Quarrying and crushing rock for agricultural lands in connection with erosion control operations.
	:	(C) Only for erosion control camps.
A B	:	Range improvements; fencing, stock driveways, water development, corrals, bridges, revegetation, etc.
A B C	:	Reforestation; seed collection, planting, tree nursery construction and operation.
	:	(C) Erosion control planting and demonstration planting. (See "Cooperation In Tree Planting-Demonstration On Private Lands"). (See also, paragraph "Use Of CCC Labor And Funds In State Nurseries").
A B	:	Relief map construction.

Land Ownership	Permissible Classes of Work
A B C	Research projects in conservation field covered by types of work in this list, to include establishment of sample plots, making observations, reading instruments, simple structures, etc. (C) Only where for general public benefit.
A B C	Rodent control. (C) Only where necessary to protect adjacent public lands.
A B C	Signmaking and erection. (C) Fire protection only.
A B	Structures (Administrative); dwellings, barns, office buildings, warehouses, fences, appurtenance structures at field headquarters.
A B C	Structures (Protection); lookout houses, towers, fire guard cabins, warehouses, tool shelters, and other simple protection structures.
A B C	Structures (Recreational); trail, campground and picnic ground shelters; campground community buildings, custodian quarters, water development, sanitation structures, incinerators, fire places, benches, tables, etc.; parking areas; overnight cabins; bathhouses with or without showers (for changing clothes); simple out-door swimming pools; ski and toboggan slides and runs; and comparable developments needed for recreational use of area. (C) Only for campground clearing, fireplaces, benches and tables, water development, and sanitation structures in exceptional cases where (a) of major importance as fire protection measure (to concentrate campers), (b) where State obtains owner's

Land Ownership	Permissible Classes of Work
	agreement to continuous free public use, and (c) where State or landowner will maintain improvements.
A B	Surveys; boundary and miscellaneous, including necessary marking.
A B C	Surveys; timber, range, and fire control.
	(C) Only on lands being publicly acquired or where data needed for public purposes.
A B C	Telephone lines.
	(C) Fire protection only.
A B C	Trails, horse, man, or foot.
	(C) Fire protection only.
A B C	Truck trails.
	(A & B) Low, medium and heavy service.
	(C) Low service for fire protection only.
A B C	Tree insect and disease control.
	(C) Where for general public benefit.
A B	Water and sewerage systems in summer home areas where cost will be amortized by increased fees.
A B C	Water conservation by small reservoirs, spreading measures by means of simple dikes, etc.
	(C) Only where for general public benefit.
A B C	Wildlife development; development of water, forage and coverts; feeding stations, game pastures, trapping enclosures, tagging corrals, checkers' stations, and other comparable structures needed



Land Ownership	Permissible Classes of Work
	on reservations or at other points under control of public authorities in wildlife field. Fish rearing ponds (simple); fish transplanting for stocking streams and lakes; stream and lake improvement (minor) for fish culture. (See also paragraph "Fish Hatcheries And Fish Rearing Ponds").
	(C) Only where complete and permanent control of wildlife is in public agency and free access by public for lawful hunting and fishing is guaranteed. (See also paragraph on "Emergency Wildlife Feeding").
	<u>NOTES:</u>
(a)	The above permissible classes of work include construction (or accomplishment), reconstruction, and maintenance, <u>except</u> that on State and private lands. Maintenance should be provided by the landowner or cooperative associations.
(b)	Individual projects on State, County, Municipal, and Private lands are subject to approval of the appropriate federal administrative officer.
(c)	Where the term "simple" or "minor" is used, as in connection with "Erosion Control", "Structures", etc., it means such works as can be built wholly or mainly of dirt, native rock, or local timber by the use of types of machinery customarily provided for CCC work. Any projects going beyond this must receive prior approval in Washington.
(d)	Research projects are limited to those which can be done by enrollees.
(e)	Form CCC-7 FS does not show all authorized projects. For a complete list of projects refer to instruction "Description Of Work Projects For Use In Preparing CCC Form E, Form CCC-7, Etc., Effective July 1, 1937". (not in Handbook).



Additional explanations relative to permissible classes of work follow:

RESTRICTIONS GOVERNING WORK ON STATE, COUNTY, MUNICIPAL, OR PRIVATE LANDS: The Director's wire of May 5, 1933, to the Governors of the various States is quoted below:

"Before approving emergency conservation work projects on state county and municipally-owned land President desires assurance that you will urge the State legislature if now in session or if not at its next succeeding session to enact legislation providing that "if as a result of the work done the state derives a direct profit from the sale of the land or its products the proceeds will be divided equally between the state and the federal government until the state shall have paid for the work done at the rate of one dollar per man per day for the time spent on the projects subject to a maximum of three dollars per acre" stop President desires that no work shall be done on privately-owned land except as may be necessary in the public interest for regional or state-wide forest protection against fire, insects and disease and/or simple flood control measures to arrest gully erosion and flash run-off at headwaters of mountain streams stop where public interest demands work on privately-owned land for these purposes the President requests that it be conditioned on State assuming responsibility for maintenance of works by landowners or otherwise and obtaining contracts with the landowners by which the state reserves the right to remove at its option and without recompense to landowner any structures or other things of removable values which may result from the work done including products of trees planted to arrest erosion stop please wire at your earliest convenience whether you agree to this plan".

The Governors of the various States agreed to comply with the conditions outlined in the above quoted telegram. However, not all of the State Legislatures have enacted the necessary legislation to permit compliance therewith, and in such States the Regional Foresters concerned should urge that this be done.

Definition and clarification of the terms "Profit" and "direct profit" seem desirable.

Webster defines "profit" as, "with reference to land, the sum or revenue yielded by it", and goes on to explain that in this sense the word profit "includes any benefit or advantage accruing from the

management, use, or sale of property ---- or from the conduct of business." As used in the Director's wire, "profit" referred to proceeds or receipts from the sale of the land and/or any of its products.

As to "direct profit," confusion has arisen in attempting to include future profits which may be derived from timber stands as a result of cultural work, fire protection, planting, etc., which may be accomplished under the present program. Such profits are practically immeasurable and are indirect rather than direct. To determine the amount of profit to be divided between the State and Federal Governments, only such sums should be considered as are received from the sale of products immediately produced from CCC projects, such, for example, as salvage products having a sale value and derived as a result of carrying on a work project. Thus, if merchantable wood products are salvaged while carrying on cultural operations, or in clearing rights-of-way, etc., the money derived from their sale would be divided on a 50-50 basis. (See also paragraph "Disposal of Timber Products Cut By CCC" for permissible deductions before dividing the balance on a 50-50 basis).

It is believed that sales of land, mentioned in the Director's telegram, in which profits from CCC labor is involved, will be so rare that they may be generally ignored.

Approval of fire control improvement projects is contingent upon satisfactory assurance that the projects are for general public benefit in forest protection. They can be constructed only on areas which have been under state-supervised intensive fire protection in the past, and/or where there is assurance that the protection will be continued in the future in such manner that the improvements will be of continuous public benefit. Similar assurance as to public benefit and as to maintenance of improvements will be required for other classes of improvement.

The State should retain title to all structural and transportation improvements constructed with CCC labor. Where land needed for such permanent improvements is not publicly owned, improvements placed thereon must be protected by the State, County, or Municipality, securing long term leases, rights-of-way, or easements of such tenure, as will adequately protect the investment.

(195) (77) BUILDING LIMITATIONS: (See also Forest Service Manual, page FC-RL (3).) In determining whether or not a building may be constructed in part or in whole with CCC funds, consideration should first be given to whether it will furnish sufficient opportunity for use of enrollee labor and sufficient opportunity for

enrollee training to justify its undertaking as a CCC project. In no case should a building be undertaken as a CCC project unless the enrollee labor entering into it, evaluated at \$1.50 per enrollee day, equals 50% of the combined CCC costs for materials and skilled labor. Generally, it should be more. Where, because of type of building, local labor situations, or other reasons, it is not possible to meet the above requirement, CCC funds should not be used for such projects.

(195) Within the foregoing general policy, the following specific maximum limitations will apply, and must be strictly observed.

Type of Buildings	:Maximum amount:Maximum amount	
	:which may be	:which may be
	:spent from CCC	:spent from CCC
	:funds for	:funds and/or
	:equipment and	:other funds in
	:materials	:combination for
	:	:equipment, ma-
	:	:terials and
	:	:*skilled labor
(179) 1. Dwellings, community buildings	:	:
and comparable structures	: \$3,500.00	: \$ 6,000.00
	:	:
2. Overnight cabins and similar	:	:
structures	: 700.00	: 1,200.00
	:	:
3. All other buildings, a figure	:	:
below, which is in proportion	: 3,500.00	: 6,000.00
to the degree to which the	:	:
structure is comparable in	:	:
design and materials to either	:	:
of No. 1 or No. 2 above	:	:

(33) \*Includes all hired labor, whether skilled or unskilled, and excludes only CCC enrollee labor.

(195) The time of personnel regularly employed in supervising enrollees is not chargeable against the above limitations. It quite often occurs that a carpenter employed as facilitating personnel may use one or more enrollee as helpers or may, incidental to his employment as such, supervise the work of a few enrollees, which may raise the question as to whether he cannot be classed as supervisory personnel and his time exempted from charge against the above limitation. An employee in order to be classed as supervisory within the meaning of these policy limitations must be engaged primarily in the supervision of enrollees and must regularly supervise the work of seven or more enrollees on the building.

(179) If less than the stated maximums for equipment and materials is expended the difference between the amount expended and the stated maximum is available for skilled labor. For example, if the equipment and material for a dwelling is purchased for \$3,300, it is permissible to expend up to \$2,700 for skilled labor.

Installation may be made of wiring and fixtures for electric lighting, plumbing and fixtures for water systems, and furnaces, pipes, etc., for heating. These items installed within the building will be considered as part of the building construction and the cost will be included in determining compliance with the building limitation.

Exceptions may be made to the above limitations in the case of buildings to be constructed as Central Shops for the maintenance and overhaul of CCC equipment upon prior approval by the Washington Office.

No CCC funds or enrollee labor will be used on building projects where approved limitations cannot be observed.





In cooperating with other Bureaus or Departments the building limitations applicable thereto, rather than the above, will be observed, except that in no case will enrollees be used on buildings, the cost of which will exceed the above limitations.

WATER SYSTEMS: Gravity water systems may be constructed with CCC funds. Water systems involving the use of power pumps will be undertaken only when it is impracticable to obtain a satisfactory gravity system at a reasonable cost, in which case the cost of the power pump and of well drilling, if any is involved, shall be from other than CCC funds. (For plumbing and fixtures inside buildings, see paragraph "Building Limitations").

TRUCK TRAIL STANDARDS: Low, medium, and high service standards for truck trails are permissible on National and State forest roads. On private land roads construction is limited to such standard of roads as will adequately serve for forest protection. The Handbook prescribes type and capacity of bridges, and other standards, which are not to be deviated from on low service truck trails with the exception that a bridge of not less than 5-ton capacity, rather than 10-tons, may be constructed when the anticipated use of the truck trail indicates that a lighter bridge will carry the probable load whether for fire protection or other purposes. In general, the landowner should furnish standard material for bridge and culvert construction, but if this cannot be furnished by the owner, standard materials may be purchased and charged to project funds.

(42) Within the foregoing limitations CCC funds may be used on projects for the development, utilization or protection of National Forest land and resources. Decisions regarding service class (low, medium or high) will be made by the Regional Forester. However, no CCC project will be built to a higher standard than would be approved for the Forest Service development system under regular road appropriations as indicated in the Truck Trail Handbook.

Construction will ordinarily be confined to those widths prescribed in the Truck Trail Handbook, either resurfaced or surfaced. Double track width may be used when in the judgment of the Regional Forester it is clearly required by the amount and character of traffic.

The standards and specifications to be followed on construction and betterment projects are prescribed in the Truck Trail Handbook and it is necessary that detailed instructions be furnished to Project Superintendents and foremen covering each



project. These instructions will be in accord with the Washington Office Truck Trail Handbook. The present MR-1 Form, Regional form or special letter of instructions may be used together with the plans and profiles required in certain classes of construction.

RIGHTS-OF-WAY FOR IMPROVEMENTS ON PRIVATE PROPERTY: In general, when private property is to be crossed or occupied in the construction of such projects as truck trails, telephone lines, and lookout towers, rights of way easements or written consent of owners should be secured to the extent necessary to safeguard the public interest. In CCC work this means that in the case of truck trail construction, formal rights of way should be secured. The authority of county governments to condemn rights of way and take over maintenance of such of these truck trails as should be declared public roads will be accepted as adequate safeguard to the public interests.

Responsible officers should determine precisely the title to all private property, however small, embraced within projects, and secure the formal consent of the owners before the construction of improvements is undertaken.

When truck trails and other improvements are to be undertaken on privately owned lands, by a State or Private camp, it will be the responsibility of the Regional Forester to ascertain whether the State has obtained such rights-of-way as will enable it to fulfill its obligations to insure the maintenance of the improvements when constructed, as will protect the Federal Government from damage claims, and as will assure that the landowner cannot prevent the use of the improvements for the purpose for which constructed.

CLEARING DEBRIS ALONG FOREST HIGHWAYS: On road projects already turned over by the BPR it is proper to use the CCC on clearing up debris on strips bordering forest highways on National Forests for the purpose of either fire protection or improving the appearance of the roadway, or both, whenever the type of work is considered of high enough priority to warrant the use of the CCC, provided in all cases it does not actually have the effect of displacing regular employment.

EMERGENCY WILDLIFE FEEDING: The Director has approved the use of CCC transportation and personnel in distributing emergency rations to birds and other wild life, when natural sources of food are not available, and the erection of simple shelters in the vicinity of established camps wherever a wildlife emergency exists by reason of continued heavy snow and low temperatures. The project also applies to the feeding of fish when feeding becomes necessary

for their preservation. CCC funds should not be used for the purpose of purchasing grain or other food supplies. In many cases State Game and Fish Departments, national conservation organizations, sportsmen and civilian groups interested in the restoration of wildlife resources are willing to provide the necessary grains and other food but are frequently unable to arrange for the distribution of this material. They should be contacted during such emergency and cooperated with in the distribution of food supplies.

FISH HATCHERIES AND FISH REARING PONDS: Advance approval of the Washington Office is required for projects involving the cooperation of CCC labor and/or funds on the construction, improvement or maintenance of fish hatcheries and other than "simple" fish rearing ponds.

Requests should explain clearly the project and purposes, including the following points:

1. Whether it is a State or Federal project.
2. What local organization, if any, is sponsoring.
3. Land ownership involved.
4. Location of proposed project.
5. Lease arrangement, if land not publicly owned.
6. Provisions made for safeguarding public interest and public use.
7. Purpose to be served, such as areas to be stocked, etc.
8. List of items to be undertaken, such as number, size and character of buildings, ponds, dikes, etc., and how work will be supervised.
9. List of plant operating equipment entering into project, if any, which CCC will be expected to supply.
10. If cooperation of some other agency, either public or private, is involved what will such agency contribute, including funds, equipment, materials, etc.
11. CCC camp involved.
12. Distance from camp to project.
13. Man-days work required and estimated period required for completion.
14. Whether the project will involve use of a side camp and if so -
  - (a) how many enrollees,
  - (b) for how long a period,
  - (c) will Army concur in its establishment;

15. Whether the CCC camp involved has sufficient work on its own program to assure and justify its operation sufficiently long to allow time for completing the hatchery or ponds; and
16. Any other information having an important bearing on the case.

(26) USE OF CCC PERSONNEL, EQUIPMENT AND SUPPLIES IN DISASTER RELIEF: The Corps and its operating facilities may be employed in the public interest during emergencies arising from catastrophes or disasters caused by floods, windstorms, etc., to save lives and property, to relieve suffering and distress, and to aid people in evacuating homes and stricken areas.

The Director has decided that while engaged on relief work the CCC shall be under direct control of the Corps Area Commander. To give effect to the Director's wishes, the Adjutant General, War Department, on November 2, 1938 issued instructions to Commanding Generals of all Corps Areas as follows:

1. The Director, CCC, has approved the following policies covering the use of Civilian Conservation Corps personnel, equipment and supplies in connection with relief work during and following disasters:
  - (a). In the absence of orders from higher authority, the necessity for using the Civilian Conservation Corps in disaster relief work will be decided by the Corps Area Commander.
  - (b). While engaged on relief work, the Civilian Conservation Corps is under the direct control of the Corps Area Commander as to work to be performed. In carrying out this duty, the Corps Area Commander should cooperate with local agencies to arrange for urgency and priority of tasks.
  - \*(c). Civilian Conservation Corps property and equipment under the control of the Army will be used by the Civilian Conservation Corps in relief work at the discretion of the Corps Area Commander. Technical Service property and equipment of the Civilian Conservation Corps may be used with the concurrence of the Corps Area Liaison Officer.

(d). Civilian Conservation Corps property will not be issued to relief agencies or refugees unless like property belonging to the Army has been exhausted by such issues or is not available.

\* While it is assumed Liaison Officers will base concurrence on approval obtained from Technical Services concerned, it is obviously desirable that such approval be given promptly to facilitate cooperation with Corps Area Commanders and that unnecessary differences of opinion be avoided. In most instances, need for immediate action very likely will preclude opportunity for consultation with Technical Services, and Liaison Officers will be forced to act independently. If it is felt that need for equipment and enrollees to protect lives and property within or adjacent to areas under jurisdiction of the Forest Service is comparable to that in areas where the equipment might otherwise be employed on relief work, such needs should be laid before Corps Area Commanders, through Liaison Officers, for consideration.

(26) Under the above general policy it is the Director's intention that the Corps and its operating facilities may be used, under supervision of Technical Service personnel, for any work necessary to prevent loss of life and property and relieve human distress and suffering. It might include keeping roads in passable condition to transport persons or supplies, or the temporary repair of bridges or communication lines, if that is decided to be necessary and desirable by the Corps Area Commander, presumably following conference with local agencies and Technical Services involved. Decision as to action to be taken, however, shall rest with the Corps Area Commander subject, of course, to the Director's wishes or directives.

(26) When emergency conditions end, unless CCC enrollees and operating facilities are required to restore sanitary conditions as authorized in paragraph headed "Flood Cleanup and Sanitation Work" (page 422), they will be returned to their respective camps.

(26) No action should be taken by any agency to nullify the Director's policy that the Corps and its facilities may not be used (after emergency conditions have passed) to repair roads, bridges, communication or supply lines, or to perform any work it is not authorized to do under the terms of the CCC Act or established



CCC work policies. Decision to undertake such work is wholly a prerogative of the Director, since its undertaking is decidedly extra-legal and would be justified only in cases of real and serious emergency. Requests for his authority to permit the undertaking of such work should be made through the Corps Area Commander and only when the emergency is real and serious and there is no other available means for getting it accomplished.

(26) During emergency periods it is desirable, and also in line with the Director's wish, that requests and arrangements for aid of the Corps be submitted to and be approved by Corps Area Commanders, (through Liaison Officers, Camp, Sub-District or District Commanders) to facilitate dispatch, coordinate relief efforts and accelerate action.

(26) The above policy is intended, obviously, to apply to emergencies that are general in character, that is to say, widespread. Action necessary to meet emergencies that arise locally and are confined to areas of minor proportions, and which are not merely coincident to a major type disaster, may be taken by the Technical Service concerned, in cooperation with Camp Commanders (or vice versa), without reference to Corps Area Commanders. The action taken in such instances, however, should be in line with the general policy described above. Following any such "local action" it is desired that brief report be submitted to the Washington Office, through regular channels, describing (1) the cause, effect and extent of the emergency conditions; (2) the action taken to meet it; (3) relief results obtained through CCC action; (4) estimated amount of expense incurred by CCC; and (5) local condition resulting from the emergency condition.

(26) The above policy and requirements do not apply to action initially and normally taken by the Forest Service to suppress forest fires, unless the fires attain major proportions (like those encountered in the Lake States Region during 1936), requiring general assistance from all types of CCC camps.

(26) In any event CCC activities directly related to forest fire suppression involving Forest Service responsibilities will be under the direction and control of the Forest Service organization

FLOOD CLEAN-UP AND SANITATION WORK: At Council Meeting on February 1, 1937, the Director stated the following policy regarding clean-up or sanitation work in the flood districts:

- "1. This work (as distinct from evacuation and care of refugees) is to be under supervision of the Public Health Service. The Public Health Service will make request

on War Department for such help as it regards as necessary. Unless in the judgment of the War Department there is more important work to be done, that is, flood relief work, it will make CCC facilities available to Public Health Service as requested.

- "2. No enrollees, civilian personnel or equipment will be moved into the flood area for sanitation work. The limit of CCC participation will be that which can be supplied by the camps in the distress area."

While agreement in the use of CCC facilities for sanitation work requested by the Public Health Service is to be made by the War Department, the Technical Services are, of course, free to make recommendations to the War Department regarding the continuance of CCC facilities on this work. Ordinarily, questions of this nature should be taken up with Liaison Officers.

APPROVAL REQUIRED FOR CERTAIN DAM PROJECTS: Administrative approval by the Washington Office is required for dams to be constructed by the CCC when the estimated cost of materials exceeds \$5,000, or where rental or purchase of special heavy equipment is involved. The Director's approval is required for dams which will cost \$12,000 or more.

(63) Engineering approval of the Washington Office is required for the larger and more important dams regardless of funds from which constructed or ownership of land involved. Complete set of plans and specifications covering these larger structures should be submitted to the Washington Office for an independent check of the engineering features when the estimated size or cost of the project exceeds any of the following limitations:

1. Maximum depth of water at dam: 20 feet. (This contemplates a dam approximately 30 feet high).
2. Maximum capacity of reservoir: 100 acre feet.
3. Estimated cost of materials and special equipment: \$10,000.

(63) Preliminary application for approval to construct a dam of the size described above should be made on Form CCC-D1, (Revised 4-17-39) to be submitted with a CCC-Plans-Work Projects letter. The letter will explain such additional features of the project as are not included in the Form D1, and will transmit data for the use of Recreation & Lands (where concerned) and Engineering, as set up in Circulars U-Supervision-General of April 28, 1939, and E-2164. Form D1 should be in triplicate, with copies marked for Recreation & Lands (where concerned) and for Engineering.



(63) (11) Unless otherwise agreed to by the W.O. the estimate of cost for the preliminary application should be based on preliminary investigation of the dam and reservoir site, usually without benefit of test pits, drill holes, or other subsurface examination. The engineering plans will also be preliminary, and at this stage will not be submitted for Washington Office approval. However, it would be advisable to acquaint Washington Office with any unusual features of the project which might require special consideration or attention. Quantity and construction cost estimates should be prepared as accurately as is consistent with the basic data and should contain reasonable allowance for contingencies which may be encountered.

(63) The Washington Office of CCC, after receiving indication of approval from R & L for recreation projects and tentative engineering approval from E, will advise the Regional Office of approval or rejection of the preliminary application. If approval is given, the Region is authorized to make detailed surveys, foundation investigations, engineering designs, and construction cost estimate, using CCC equipment, materials, labor, and supervisory personnel plus the regular Forest Service overhead. The estimate of construction cost should be carefully prepared on the basis of the outline in section 9 of Form CCC-D1 (Revised 4-17-39).

(63) The Regional Office will submit final CCC-D1 application to CCC for approval, with copies for Recreation & Lands (where concerned) and Engineering. Two sets of the engineering drawings should be submitted for technical and aesthetic review. No layout plans for recreational developments are required at this stage.

(63) During the technical review of the project plans, correspondence relating to technical matters will be carried on with the Regional Office by whichever Washington Office Division is concerned. When an agreement has been reached by all Washington Office Divisions on the plans and estimates, the Acting Chief will advise the Regional Office of approval or other action on the final application. Approval at this stage constitutes authority to proceed with construction of the dam.

(63) Subsequent correspondence in regard to recreation, engineering, or construction details will be handled by whichever Washington Office Division is concerned.

(63) After a project has been given final approval, if any important changes are made in the design or in the size of the structure, or if the foundation conditions are found to be substantially different than anticipated for the approved design, the plans of the project, as revised, shall be subject to reapproval by all concerned in the Washington Office. If there is any doubt as to whether changes which have been made are sufficiently important to require resubmission, send the revised plans in and let Washington Office decide.

Approval of the Regional Forester should be secured before starting construction on certain smaller dams which exceed limitations set up by the Regional Forester. It is suggested that these limitations be approximately as follows:

Depth of water at dam, 5 feet; capacity of  
reservoir, 10 acre feet.

These limitations will, of course, be varied to suit the requirements of the Region, the intent being to insure that all dams constructed under Forest Service supervision shall be safe from failure especially where life and property may be in danger.

Form CCC-D1 has been revised for use by the Forest Supervisor or comparable State CCC official in requesting approval of the Regional Forester for construction of dams. (Sample form at end of Section). The Handbook "Design and Construction of Forest Service Dams" contains full engineering information on this subject."

PERMISSIBLE CULTURAL WORK: Forest stands on Federal or State lands may be treated with cultural or timber stand improvement work whenever such work is justified by expected resultant benefits, except as specified below:

- (a) Cultural work will not be undertaken primarily to increase the value of the wood material removed, or available for immediate removal.
- (b) Cultural work will not be undertaken when the desirable silvicultural and protective benefits to the Forest area can be satisfactorily obtained by means of action under regular timber disposal procedure, such as through sale, administrative or free use permits.

(See also paragraph, "Cooperation In Forest Stand Improvement Demonstration on Private Land").

DISPOSAL OF TIMBER PRODUCTS CUT BY CCC: If wood products cut on Federal lands as a part of cultural work, or as a part of other justified work such as road rights of way clearing, are usable, there exists a responsibility to get these products used. Such use should be in accordance with the following instructions:

1. Usable material should be cut into its most valuable products and may be used by the Army or work agencies concerned, in any project authorized as a CCC project.

2. Material, the greatest value of which is for fuelwood, if not needed by CCC camps, should be offered to public relief organizations in nearby communities or cities, if they will come and haul it away.
3. All wood products not needed on CCC projects or for the fuelwood use indicated above, may be disposed of like any other dead timber, through sale, administrative use or fire use procedure as may be applicable.
4. Timber products should not be transported by CCC trucks or labor any farther than is necessary to make them reasonably accessible to the purchaser.
5. The setting up of sawmills or other manufacturing plants to convert the material into lumber or other finished products for sale is not permitted.
6. Special legislation applicable to (a) National Forest products and (b) State Forest products necessitates the following special requirements:
  - (a) National Forests: In the sale of timber products from National Forest land, full consideration should be given to the need for Sale Area Betterment deposits to provide for future cultural treatment.

Receipts will be deposited in accordance with standard procedure for the form of sale used.

(b) State Forests: The sale of wood products cut by CCC labor from State land will be made in accordance with existing State legislation. The receipts from such sales will be evenly divided between the State and Federal agencies, with 50% deposited to the proper State authority and 50% furnished to the Fiscal Agent of the U.S. Forest Service.

This procedure is in accordance with the action requested in the Director's telegram of May 5, 1933, to the Governors of each State, which is quoted and discussed on preceding pages.

This sub-division of receipts will apply to all material cut by CCC labor, including that derived from clearing road rights-of-way.

In order to clarify the administration of the above, the following procedure will be followed:

1. No State or other agency shall be reimbursed for wood products cut from its lands and used as fuel or for other purposes in connection with the CCC camp or on CCC projects.
2. There will be no recognition of stumpage value as a deduction from gross proceeds of any sale of wood products cut by the CCC in determining the share to be paid the Federal Government.
3. Manufacturing costs borne by the State in refinement of products prior to sale may be deducted from the selling price prior to the division between the State and the Federal Government. Such charges, however, shall not include items covering supervision, travel costs or repairs or depreciation to State-owned equipment.
4. Where it is necessary to yard wood products in order to make them salable, the States will preferably pay the yarding charges, but in case of inability to do so, these charges may be paid from CCC funds. In either event the agency paying these charges will be reimbursed to that amount from the proceeds from the



sale before division of proceeds is made between the State and the Federal Government.

5. The maximum limit of \$3.00 per acre is to be based on the entire acreage of the particular State forest from which wood products are cut.

In order to obtain the data needed in connection with the above, each State selling wood products cut or handled by CCC shall report to the Regional office on July 1 and January 1 of each year the amount and source of receipts obtained in accordance with the form shown at end of Section. (14) Two copies of each report countersigned by the Regional officer responsible for their verification, should be promptly forwarded to the Washington office, accompanied by letter of transmittal bearing a "CCC Cooperation Special" designation.

The first report hereunder shall include all wood products sold up to date of this report and subsequent reports will be cumulative. (See also, "Fiscal Control" Section).

(19) LUMBER NOT TO BE SOLD: Lumber may be manufactured at CCC camps with CCC facilities to be used in construction work on approved CCC projects, but lumber so produced may not be sold. Nor should it be used on non-CCC projects except that in cases where CCC initiates projects it cannot complete because camps depended on for CCC labor are closed, or because of some other preventing action, lumber manufactured especially for specific CCC projects may be used by other forces employed to complete the projects.

(24) MANUFACTURE OF TOOLS AND OTHER ARTICLES: In line with the general policy which requires that the Corps shall not engage in any activity which brings it into undesirable competition with private industry and skilled labor, the CCC will not ordinarily engage in the manufacture of tools or other items of equipment which are regularly produced by manufacturers and available for purchase. The line of demarkation between what is and what is not acceptable activity of this nature is not always clear, and it is not possible to set up detailed rules that would have general application. Current CCC financial limitations and local conditions often have a material bearing.

Responsibility for avoiding what would be classed as undesirable competition rests with the Regional Foresters. Questions may, of course, be referred to the Washington Office when that seems desirable.

(93)(24) The following examples of what might be considered as borderline activities, but which have been generally classed as acceptable may be of some assistance:

1. Most any item where quantity of output is strictly limited to that necessary as part of the training program for enrollees.
2. Rough camp furniture for use in CCC camps and public recreational areas.
3. Concrete pipe for culverts, etc., for use on CCC projects.
4. Wooden signs for use on CCC projects and for use by work agencies concerned in other conservation activities of the types designated as permissible for CCC to undertake.
5. In appropriate instances (but not when such articles are intended to represent part or all of contributions cooperating agencies are required to make to qualify for non-CCC, federal aid projects) Corps labor may be used to produce simple materials that do not involve CCC in mill processing, such as fence posts; telephone poles, log guard rails and bridge stringers, and other similar items including sand, gravel, lime rock and stone, for use on projects that are not to be performed by the CCC. A desirable test for deciding instances where it would be appropriate to supply such assistance would be to determine whether the projects for which the products are desired would qualify for CCC undertaking. If they do, then it would seem logical for the CCC to contribute toward projects it is not feasible otherwise for the Corps to undertake and complete. If the assistance desired should include transporting (at CCC expense) the items to points of use, the amount of transportation supplied should be appropriately limited.

PURCHASE PRICE OF PLANTING STOCK: All purchases of planting stock should be made on the basis of competitive bids from any sources available and the purchase made at the lowest possible price for good quality stock of the specified size or sizes.

In the interest of economic expenditures the maximum amount which may be paid for planting stock of any kind will be limited to \$6.50 per thousand. The following figures show the maximum price per thousand that may be paid for each of the several important species:



Black locust, seedlings (1-0).....	\$3.75
Red or Scotch pines, seedlings (2-0)(3-0), etc....	3.25
Red or Scotch pines, transplants (2-1) (2-2), etc..	6.50
Shortleaf or loblolly, seedlings (1-0) (2-0).....	2.00
Shortleaf or loblolly, transplants (1-1) (2-1)....	3.50
Spruce, seedlings (3-0).....	3.50
Spruce, transplants (2-1) (2-2).....	6.50

(42) Any cases which occur wherein the price is in excess of the above maximum figures should be referred to the Washington Office for decision, accompanied by full information.

(28) AIRPLANE LANDING FIELDS: Section 303 of the "Civil Aeronautics Act of 1938" (approved June 23, 1938) provides "No Federal funds, other than those expended under this Act, shall be expended, other than for military purposes (whether or not in cooperation with State or other local governmental agencies), for the acquisition, establishment, construction, alteration, repair, maintenance, or operation of air navigation facilities thereon, except upon written recommendation and certification by the Administrator, made after consultation with the Authority, that such landing area, or facility is reasonably necessary for use in air commerce or in the interests of national defense. Any interested person may apply to the Administrator, under regulations prescribed by him, for such recommendation and certification with respect to any landing area or air navigation facility proposed to be established, constructed, altered, repaired, maintained, or operated by, or in the interests of, such person. There shall be no exclusive right for the use of any landing area or air navigation facility upon which Federal funds have been expended."

(89)(47)(28) In order to insure CCC compliance with the terms of the Civil Aeronautics Act the funds and facilities of the Corps should not be used in connection with projects pertaining to airplane landing fields unless and until they have been cleared with and authorized by the Administrator of the Authority through the Chief, Division of Fire Control, Washington Office. No landing field project should be started until a "Certificate of Air Navigation Facility Necessity" has been issued by the Administrator of the Civil Aeronautics Authority in Washington to cover it. When issued certificates will be sent to Regional Offices through Division of Fire Control. Copies of detailed instructions (issued by Division of Fire Control) describing the procedure for obtaining such authorizations should be on file in each regional office unit handling fire control activities.

POLICY CONCERNING PLANTING STOCK PRODUCED BY STATES UNDER CLARK-McNARY LAW: The following policy has been established in reference to the use of forest planting stock produced by States under the provisions of Section 4 of the Clark-McNary law.

Planting stock purchased by a landowner under the regulation Section 4 procedure and planted by the owner on ground lying within a CCC erosion control project, should remain in possession of the landowner exactly as if no erosion control project were involved.

Trees may be supplied for planting by CCC camps from those raised for Section 4 distribution if the States desire such action. The State may properly be reimbursed for expenditures made in connection with the production of these trees when reimbursement is claimed in the usual way by the presentation of Form 474.

It is entirely proper that the necessary costs incurred in producing trees for CCC erosion control planting be paid for out of CCC funds, just as seed has already been purchased and other nursery expenses met. It is not considered proper, however, for trees produced for Section 4 distribution, when used in CCC erosion control planting, to be paid for out of CCC funds as by payment to the State at the rate charged to farmers. Unless the State wishes to contribute Section 4 stock to CCC projects, such stock should be kept separate from that devoted to erosion control planting.

USE OF CCC LABOR AND FUNDS IN STATE NURSERIES:

1. The use of CCC funds, labor, and equipment without reimbursement to the Federal Government may be authorized for the development of nursery land, buildings, and equipment at State Forest nurseries in which a preponderant share of the nursery stock is grown for:

- (a) State land, or County, Municipal or other Public land where the stock is furnished by the State without charge;
- (b) Clarke-McNary Law Section 4 distribution; and
- (c) Cooperative Farm Forestry Act (Norris-Doxey Law) distribution.

2. The use of CCC labor and equipment may be authorized for nursery operations at State Forest nurseries, including seed collection, in which a preponderant share of the stock is grown for:

- (a) State land, or County, Municipal or other Public land where the stock is furnished by the State without charge;
- (b) Clarke-McNary Law Section 4 distribution; and
- (c) Cooperative Farm Forestry Act (Norris-Doxey Law) distribution,

provided the State agrees in advance to pay for CCC labor at \$1.00 a day for the proportionate share of labor devoted to stock not planted for (a), (b), and (c) above. The proportionate share of labor shall be determined on the basis of number of seedlings distributed.

3. Each project shall be approved in advance by the U. S. Forest Service.

4. Only such nursery development may be approved as the State Forester and the State Board of Control for forestry activities shall agree in advance to maintain.

- 5. (a) Where the requirements of the Clarke-McNary law are met (i.e., the net outlay of State funds is equal to the Federal Clarke-McNary Section 4 expenditure) no payment for CCC labor shall be required over and above the requirement set forth in paragraph 2.

In applying this policy it will be understood the State shall be obligated to spend on the raising and distribution of planting stock all the funds received from the sale of seed and seedlings produced with funds, labor, or equipment from CCC, C-M 4, or Farm Forestry Act for the above designated lands, plus the Federal contribution under C-M 4, plus State funds at least equal in amount to the Federal contribution under the C-M Section 4.

- (b) Where State expenditures for nursery and distribution of planting stock do not meet the requirement set forth in (a) above, a definite agreement shall be entered into in advance under the terms

(190) of which 50% of the amount by which the State expenditures fall short of meeting this requirement shall be turned over to the Federal Government.

WORK CONTRACTS PROHIBITED: In general it should be understood that no CCC work projects can be contracted since the whole idea of CCC is to provide work projects for the enrollees. It is possible that in an occasional instance it might be necessary to have a small incidental part of an individual work project done by contract in order that the larger part might be accomplished by the enrollees, and if one should develop it should be presented to the Washington Office for consideration.

In a few instances the Director has decided that contract drilling of wells in connection with ponds used in wildlife conservation is permissible as a CCC project provided the cost is reasonable and within the usual allotment of funds for the camp work projects. This policy also applies to wells necessary for recreational areas developed by CCC, and Regional Foresters are authorized to enter into contracts for drilling such wells for recreational development as are necessary and desirable. Should contract well drilling be employed in connection with administrative sites being developed for permanent use of a technical service, the expense must be met by appropriations other than CCC.

ECONOMY IN SNOW REMOVAL: Every effort should be made to have snow removal on roads leading to camps and from camps to work projects taken care of without cost to the CCC fund or at low cost by services furnished by the States, counties, or other local agencies. Snow plow equipment should be purchased only after all possibilities of securing such cooperation have been exhausted and then the least expensive means of accomplishing the work must be selected. This may mean use of equipment already available to the technical services, such as tractor-trailbuilders, road graders, etc., or the expedient of home made equipment, or rental at favorable rates.

HOURS OF WORK AND TRAVEL TIME: For Enrollees the following policy has been approved by the Director:

(197) The project work hours for enrollees (including Indian and Territorial units) will be eight hours of work per day, including the lunch hour but excluding travel time, Monday through Friday of each week. When weather conditions or other causes prevent work during this period the time shall be made up on Saturday of the same week, subject to the daily maximum work period stated above.

(197) In cases where considerable travel distance is involved between the camps and work projects, the total time per day for work plus travel time and the lunch hour will not exceed nine hours per day and may be



shorter if the shorter time will still produce a full eight hour work day five days per week. Ordinarily the total daily travel time between the camps and work projects will not exceed one hour. However, the Director does not object to an occasional short-term project which consumes an additional half-hour travel time or in certain important emergency cases up to an additional hour, but extensive projects should not be planned which require two hours travel time. In no case should the total time away from camp including the lunch hour and travel time exceed nine hours per day.

(197) The above prescribed hours of work apply particularly to project work. The work time of enrollees employed on camp work will not involve fewer than forty hours of actual work time per week. The character of the work or the enrollees assigned to camp and overhead duties of the technical service is such that often their day's work cannot be done within the eight-hour per day or forty-hour per week limitation, and the Director has exempted such enrollees from these limitations when it is necessary that they be exceeded. This exemption applies to enrollees who are assigned as clerks, watchmen, toolroom custodians, truck drivers, etc. Project Superintendents should exercise care in keeping the excess time required of such enrollees to the minimum actually necessary for effective operation.

(197) The men shall be subject to emergency calls for the Project Superintendent on any day at any hour of the night or day for the purpose of fighting forest fires, or in similar emergencies affecting life or property. While such emergency lasts, the daily hours of work shall be determined by the Federal or State officer in charge of the crew on the emergency work in consultation with the Company Commander, with a view to the preservation of the health of the enrolled personnel.

Technical Service Personnel will be requested to work the same hours observed by regular Department of Agriculture employees, namely, 8 hours per day, 44 hours per week or  $5\frac{1}{2}$  days if assigned

to field duty, or 7 hours per day, 39 hours per week of  $5\frac{1}{2}$  days in the office. Travel time of such personnel engaged in handling enrollees in the field is governed by the above instructions relative to travel time for enrollees. Other travel time should be governed by the same rules as customarily observed by the Technical Service regular personnel.

STAND-BY SERVICE: The agreed on policy statement continues:

"During period of critical forest fire danger, as determined by the Project Superintendent, all or part of the men shall be held in camp on non-working days or after regular work hours at the request of the Project Superintendent, in order to be immediately available for forest fire control services."

REST PERIODS: The agreed on policy statement continues:

"When fire fighting or other emergency requires work in off-duty periods, an appropriate period, not exceeding the overtime put in on emergency work, may be allowed immediately after the conclusion of the emergency for necessary rest and recuperation, but this shall not be construed to permit credit for overtime due to emergencies, to accumulate as leave to be taken at some future time."

A letter issued by one of the Corps Area Commanders to his District Commanders is quoted below for such value as it may have in initiating definite policy statements in all Regions.

"A. The recuperation period shall not exceed the actual overtime or 'off-duty' time worked. The maximum recuperation time that may be granted regardless of overtime work shall be two days, except as indicated in sub-paragraph (C), below.

"B. Within the limitations under (A) above, the amount of rest or recuperation time to be allowed in each individual case shall be determined by the Camp Commander in consultation with the Project Superintendent, the governing factor to be the amount of rest time which is actually needed in view of the specific nature of the work and the hours put in on such work.



"C. Since Saturdays, Sundays and holidays provide time for rest and recuperation, each such day, when it occurs during any part of a 'recuperation period' will replace four hours of recuperation time. Examples: An enrollee allowed two days of recuperation time starting Saturday morning will return to work Tuesday morning. An enrollee allowed one day or less of recuperation time starting Saturday morning will return to work Monday morning. An enrollee allowed six hours' recuperation time starting Sunday noon will return to work Monday at noon."

NIGHT WORK: On February 21, 1934, the Director sent the following letter to the War Department:

"My attention has been called to the need for a certain amount of night work on the part of CCC enrollees in order that some of the heavy machinery which has been purchased at considerable cost may be utilized as fully as possible, and the work which has to be done by machines may be kept ahead of that which follows by hand. For example, it appears desirable under certain conditions to run compressors for drilling three shifts. I feel that this is a desirable arrangement where it can be accomplished with adequate safeguards and my understanding is that enrolled men are perfectly willing to undertake this night work as they are interested in seeing the job progress.

"It is requested that you issue the necessary instructions to Corps Area Commanders so that such night details may be arranged for in cooperation with the work superintendent."

(21) HOURS OF WORK - EDUCATIONAL PROGRAMS: There is no authority for reducing the number of regular work hours in any amount in order that enrollees may attend nearby schools, colleges, etc. Regular hours of work for enrollees may be varied, such as for example; beginning work earlier in the morning, working later in the afternoon or working on Saturday, in order to make up time used in attending camp educational program classes but only if and when in the judgment of the Camp Commander and Project Superintendent such procedure will not result in any serious interference with camp routine.

TASK SYSTEMS; Work systems under which a set task is allotted to a group of men, after which they may return to camp, is a violation of regulations governing the hours of work, and the practice cannot be permitted.

STATE LAWS RESTRICTING EMPLOYMENT OF MINORS: Some State laws restrict the employment of minors under eighteen years of age from working on projects such as electric wiring, outside erection and repair of electric wires, including telegraph and telephone wires; projects involving use or storage of explosives; projects in or about mines or quarries, and so forth. It will be the responsibility of those charged with carrying on CCC work projects

in the various States to familiarize themselves with the State laws in this respect so that no violation of State law occurs because of the age of CCC enrollees. This may require rearrangement of crews so as to exclude enrollees under eighteen years of age from such work.

ENROLLEES AS FIRE LOOKOUTS: The assignment of enrollees as fire lookouts or to other such positions normally financed from regular funds is restricted to situations in which the regular appropriations of Federal or State funds are insufficient to man the lookouts or other fire control positions. Enrollees should not be used for such purposes as a means of saving money from regular appropriations which may later be devoted to expenditures which would not otherwise be made were it not for such savings.

ENROLLEES USE IN REPAIR SHOPS: Enrollees may be assigned to work in central repair shops, the primary purpose being to train them in the automotive trade so that they will be qualified to obtain similar work when they return to civilian life. They will work under the supervision of the skilled civilian mechanics as mechanics helpers and will be given an opportunity to learn the trade. Selections should be made from those enrollees who are mechanically inclined and who possess sufficient elementary education to permit them to intelligently absorb training as automotive mechanics. Selection for any repair shop should be made from the various camps served by that shop and the group should not be taken as a unit from any individual company. It is not intended that these enrollees will be trained to replace skilled civilian mechanics in the shops although enrollees so trained may be given such employment at the end of their term of service if they are exceptionally competent and well qualified.

ENROLLEES ON BUILDING CONSTRUCTION IN CONFLICT WITH LABOR ORGANIZATION: Enrollees should not be used in building construction except where such projects are of a simple nature. They should not ordinarily be used on jobs which normally require the services of a member of the building trade. Construction should not be undertaken unless it is certain that no criticism by local organizations and other community groups will result.

ENROLLEES ON CAMP BUILDING CONSTRUCTION: Enrollees may be used for clearing and leveling of camp sites or similar jobs other than building construction.

ENROLLEES ON SALVAGING CAMP STRUCTURES: If the Army and

the Technical Service involved feel that it is desirable to use enrollees to dismantle or salvage abandoned buildings such use is permissible, but only when it can be justified as economical. Whenever buildings at an abandoned camp are dismantled by enrollees, the salvaged materials may be transported by them to new locations, at which the buildings are to be reconstructed, but enrollee labor may not be used in the reconstruction of buildings if placed at a CCC camp except that the ground may be leveled and site prepared for the proposed construction.

(124) (21) "USE OF ENROLLEES ON SATURDAYS, SUNDAYS AND HOLIDAYS; AND CCC COOPERATION ON RECREATIONAL AND OTHER SPECIAL TYPE ASSIGNMENTS: The use of enrollees on Saturdays, Sundays and holidays for special kinds of Technical Service projects (such as counting game, hunters, fishermen and automobiles), which cannot be performed during regular work hours is not regarded, in general, as being either desirable or permissible. Except when necessary to meet emergency situations involving possible loss of life or material damage to public or private property, the use of enrollees during such periods by the Technical Service normally should be confined to making up lost time on Saturdays.

"However, the Director has authorized that not to exceed five enrollees from any one 'F' camp may be assigned to National Forest recreational areas to serve as guides, life guards and for policing on Sundays and holidays (including Saturdays) in instances where regular Forest Service funds are insufficient to employ outside persons for this work. The Director has been assured that throughout the country there are comparatively few National Forest recreational areas where such special CCC cooperation will be required and that it will not be supplied unless the 'F' camps from which the enrollees are drawn for the work are near enough to recreational areas to permit such assignments without excessive travel. Enrollees assigned to such work must be allowed compensating time during the week."

(29) (32) TIME ALLOWED ENROLLEES FOR PARTICIPATION IN COMPETITIVE ATHLETICS: Members of athletic teams and other enrollees having assigned duties in connection with such teams, such as managers, trainers, etc., will be authorized to be absent from work for a total time not to exceed four (4) work days per calendar month to permit participation in competitive athletics involving the equivalent of at least one-half day's travel by participants. The lost time will occur preferably at the beginning and/or end of work weeks. The allowance of four days per month will not be cumulative from month to month.

The provisions outlined above are applicable only where at least one-half day's travel time is involved to get from the camp to the place where contest is to be held.

OUTSIDE EMPLOYMENT OF ENROLLEES: Absence of enrollees from camp, except while on project duty in the field, is the responsibility of the Army. No member of the Technical Service will be in any way



responsible, directly or indirectly, in arranging for or being a party to any arrangement for outside employment of enrollees. This does not, of course, refer to authorized activities looking toward aiding an enrollee in securing outside employment upon discharge from the Corps.

ERECTION OF PROJECT MARKERS: Metal field project markers designed to obtain as high a degree of protection as possible for CCC project improvements, may be purchased through the Washington Office. The markers designated A, B, and C have the following wording:

- A. "U. S. Civilian Conservation Corps, Protect From Injury, Federal and State Government cooperating."
- B. Similar wording, "Keep Out Fire and Livestock."
- C. "Prevent Forest Fires."

These markers are to be used wherever applicable and should be placed on durable well painted posts, and to avoid unsightly stains only galvanized nails should be used in attaching the markers. The markers are of embossed aluminum, 6 x 8 inches, 40 gauge, punched with 8 holes for using 3-penny galvanized nails. The cost is approximately 4 cents each, plus delivery charges.

The suggested mounting of the marker is curved around the top end of a 5 or 6 inch post, 6 feet long, and set  $2\frac{1}{2}$  feet in the ground; or, on a treated board, or on a tree trunk with the rough outer bark smoothed.

WORK NOT AUTHORIZED AFTER CAMP EVACUATION: Work projects should be closed coincident with camp evacuation except that such work as is necessary to protect government property and equipment is authorized. It will be the policy to not use additional CCC funds for the employment of civilian personnel (to the exclusion of enrollee labor) to carry on or complete CCC project work after evacuation of the camp from which such projects were being handled. If it is deemed necessary by Regional Foresters, to protect CCC investment or for other reasons, to do additional work on uncompleted projects prior to probable reoccupancy of the camp, it should be accomplished under one of the following plans:

- (1) From funds other than CCC.
- (2) By an authorized side camp.
- (3) From some other main camp.

Under plan (2) or (3), only the normal amount of CCC civilian personnel should be used.



REMOVAL OF CAMP SIGNS AND MARKERS: A directive issued by the War Department on September 21, 1937, to Corps Area Commanders, requires that when the buildings at abandoned CCC camps are dismantled or turned over to an agency not connected with the CCC, all Army directional signs and markers indicating the location of such camps, no matter how distant from the camp site, be removed, the reason being that such signs frequently result in misleading visitors and others.

Regional Foresters should initiate similar action relative to any such Technical Service signs in connection with any such camps under their general supervision.

MONTHLY REPORTS, FORM CCC 7:

1. Calendar Month - The information to be reported on the Monthly Work Progress Report, Form CCC 7 will include all data for a calendar month that is reportable between and including the first and last days of that month.

2. Number of Copies Required by the Washington Office.

Form 7 - Original and first carbon copy

3. Assemble Reports Prior to Mailing.

a. Form CCC 7 for each camp shall be grouped in the following order and fastened together with a paper clip:

(1) Form 7 - Main Report - Original, then  
first carbon

(2) Form 7 - Supplement Report - Original,  
then first carbon

b. When the Forms for more than one camp are to be mailed at the same time, they should be sorted into groups according to the letter or letters in Section (E) of Form CCC 7 and then each group in serial order, for example; F-1, F-2, F-3, etc; S-1, S-3, etc; P-1, P-2, etc.



4. Correspondence.

- a. Each letter, including memoranda correction letters, should have a subject heading identifying the camp and Form referred to stated in the following manner:  
"Re: December Form 7 Report, Utah, F-4."
- b. When writing to the Washington Office about reports pertaining to various camps, a separate letter should be written for each camp. If it should be necessary to discuss more than one camp in the same letter, then extra copies of the letter must be attached to the original so there will be one copy for each camp mentioned.
- c. Correspondence is required to be handled promptly to permit of corrections on the Forms prior to their submission to the Bureau of the Census. Speed is essential because the Forms cannot be summarized until the last corrected report is received by the Census.

5. Mailing.

- a. All Forms and Correspondence must be submitted through the office of the Regional Forester, except:
  - (1) Camps under the jurisdiction of the Bureau of Biological Survey shall submit Forms and correspondence through the Chief, Bureau of Biological Survey, Washington, D. C.
  - (2) Drainage Camps in Region 7 shall submit Forms and correspondence through the Chief, Bureau of Agricultural Engineering, Washington, D. C.
- b. All Forms must be mailed to reach the Washington Office of the Forest Service not later than the 12th of each month and as much earlier as possible.
- c. Do not fold Forms more than necessary or crease sharply. Individual Forms must be mailed in large envelopes. A number of Forms, after grouping must be laid out full length and then folded or rolled into a bundle.

- d. All envelopes and address stickers must be addressed as follows:

Chief, Forest Service,  
Section of Administrative Statistics,  
Washington, D. C.

6. Instructions and Rules Covering Form CCC 7.

See "Instructions and Rules for Preparing and Checking Monthly Progress Reports, Form CCC 7, Effective July 1, 1937" and "Description of Work Projects for Use in Preparing CCC Form E, Form CCC 7, Etc., Effective July 1, 1937."

## COOPERATION

COOPERATIVE PROJECTS -- S.C.S. AND F.S.: Regional Conservators of S.C.S. and Regional Foresters are authorized to enter into cooperative arrangements for the accomplishment of forest work projects by S.C.S. camps or erosion projects by "F", "S", and "P" camps where the projects are considered feasible of accomplishment by the agency having a camp most suitably located for such projects.

No forest projects on Private, State, or National Forest land will be undertaken by S.C.S. camps without the approval of the Regional Forester. Local State or Federal officers are not authorized to enter into these cooperative arrangements.

Where the S.C.S. desires to do erosion control work on lands the jurisdiction of which for this class of work is assigned to the Forest Service by the instructions on Pages 29-34 inclusive of the S.C.S. Committee Report approved by the Secretary on June 6, 1935, the approval of the Regional Forester concerned should be sought and he will have authority to authorize this work in behalf of the Forest Service.

If the agency requested to do the work finds that it cannot finance the project out of funds set up for its own camps, the accomplishment of the job will then depend upon the necessary financing being provided by the agency making the request.

Upon the request of the Regional Forester, State Forester, or Forest Supervisor, assistance will be given by S.C.S. camps in the suppression of forest fires where the situation cannot be handled by the CCC camps or other resources available to the forestry agency concerned.

In connection with this arrangement, it is not the intention that the S.C.S. should refer to the Forest Service for consideration of forestry projects which, in its judgment, are necessary as erosion control measures. The intent is that construction of projects designed for forest protection and which would become a part of the forest protection plan, should not be undertaken without the concurrence of the Forest Service.

(94) (Paragraph deleted\*- also remove from end of Section 4, Memo of Agreement mentioned in deleted paragraph.)

(94) (2 paragraphs deleted)

COOPERATION WITH FARM SECURITY ADMINISTRATION: The Director has withdrawn authority for use of CCC labor on re-settlement projects. Requests for cooperation on any such projects in the future should be submitted to the Washington Office and consideration and advance approval.

COOPERATION OF PRIVATE TIMBERLAND OWNERS: Owners of private timberland who benefit by CCC work will be expected to cooperate by furnishing any timber or wood supplies to the camp for use as fuel or in construction, that are ordinarily available as a result of clearing and cutting operations in connection with truck trail construction, fire hazard reduction, and other similar classes of work.

There may be a few exceptions to this rule, but Regional Foresters should promote this general policy.

COOPERATIVE AGREEMENTS AND FENCING -- EROSION CONTROL: Where fencing or other protection from grazing and other uses is essential in the control of gully erosion by vegetative means, the following policy is established:

1. Cooperation by the landowner in the form of labor and/or materials will be sought in accordance with the present practice. Fencing which involves Government expense to control gully erosion will be done only where there is adequate assurance, supported by a written agreement, that the land owner will --

- (a) Exclude livestock from the fenced area, and
  - (b) Provide adequate maintenance of the fence for the life of the agreement.
- 2. Title to fences built at CCC expense to remain in the State as in the case of other CCC improvements installed at Government expense.
- 3. Fencing at Government expense to include only the gullied area itself or a small incidental area surrounding the gully, particularly at the gully head, except:
  - (a) That where several gullies can be enclosed with less fencing in a single enclosure than by putting each gully in a separate enclosure, it will be permissible to fence the entire gullied area.
  - (b) Where a land owner is desirous of fencing and revegetating a submarginal area which is partially gullied and is willing to contribute the difference, the Government may cooperate with him to the extent of furnishing funds and labor equivalent to that required to fence and revegetate the gullied portion of the area.
- 4. There will be adequate provision for vegetative control of erosion on all areas fenced at Government expense; either -
  - (a) Volunteer growth;
  - (b) Seeding or planting at expense of the land owner or other private or local agency;
  - (c) Seeding or planting at Government expense, subject to existing regulations as to ownership of cover so established.
- 5. The type of fence to be built will vary with the needs of individual locations. In no case will a more expensive type of fence be built than is required to give adequate protection to the fenced area against the class of livestock or other use which is being made of the adjoining area.
- 6. In all cases fencing material should be secured at the most favorable prices, through central purchase, the securing of competitive bids, etc.



Where dams with planting are installed as the most effective means of control, fencing necessary to protect the vegetation should be installed by the landowner at his expense as his fair share of the cooperative undertaking. The general rule will be not to undertake gully control by dams and planting where the landowner will not do the necessary fencing to protect the planted area. The CCC will not undertake work where such cooperation is lacking except such sections as must be done as an indispensable part of the project as a whole.

Even where fencing in such cases is done at Government expense, the landowner should be expected to contribute in some way sufficiently that his active interest in the undertaking will be assured. The use of teams or tractors needed in making earth fills, etc., furnishing posts for fencing, and other contributions not requiring a cash outlay of the farmer's funds will be acceptable in cases where an owner cannot afford to give direct financial cooperation.

COOPERATION IN FOREST STAND IMPROVEMENT - DEMONSTRATION  
ON PRIVATE LAND: This class of work is authorized as follows:

1. On farms of 100 acres or less of woodlands, not more than 5 acres shall be treated.
2. On farms of 100 to 500 acres of woodlands, not more than 5 per cent of the woodland area shall be treated. Individual plots on such farms shall not exceed 5 acres and these should be well distributed over the area.
3. On farms exceeding 500 acres of woodland, not more than a total of 25 acres shall be treated. Individual plots on such farms shall not exceed 5 acres, and these should be well distributed over the area.

The above authorization is a liberalization of previous policy, but is to be used conservatively. As a general rule, the demonstration areas should be restricted to not more than 5 acres on any one farm. A careful check must be maintained on projects involving this type of work so that work undertaken on privately-owned land can be fully justified in every case. Use of enrollee labor should be confined to felling of undesirable species, limbing the trunks, lopping the tops, removing branches on nearby remaining trees, etc. The cutting of trees and large branches into fence posts, cord-wood, pulpwood, etc.,



is the obligation of the landowner. Regardless of the demonstration value enrollees should not be used to do work to the extent of resulting in an immediate cash return to the landowner.

Planting is limited to that which is needed in unusual cases to improve the forest cover.

A copy of the Form of Cooperative Agreement appears at the end of the Section.

COOPERATION IN TREE PLANTING - DEMONSTRATION ON PRIVATE LAND:  
This class of work is authorized as follows:

1. Not more than 5 acres to be planted on any one owner's land.
2. Not more than 10 such plantings per year by any one CCC camp.
3. Landowner to furnish trees and fencing material where it is necessary to fence areas for protection and any other materials necessary.
4. Landowner to enter into formal agreement to cultivate and protect the plantation and to make it available at all times for study and observation.
5. Landowner to cut no trees from the area except as approved by the State Forester.

The Director has approved this class of work on the basis that such plantings are desirable for demonstrational and educational purposes and the CCC can be useful in establishing plantations throughout areas where there is waste land best adapted to forest production and thereby encourage an increase in the amount of planting by private landowners. Projects carried on under this authorization should conform to the intent and letter of the policy as established.

At the end of the Section are copies of three forms which are to be used in connection with these projects, namely,

1. Cooperative Agreement, CCC Forest Tree Planting Demonstration.

2. Application For The Establishment Of Forest Tree Planting Demonstration Areas on Privately Owned Property.
3. Record of CCC Demonstration Tree Planting Project.

FIRE COOPERATION WITH DEPARTMENT OF INTERIOR - OFFICE OF INDIAN AFFAIRS AND OTHER CCC AGENCIES: In cases where CCC enrollees and supervisory personnel in camps on Indian Reservations are used in suppression of fires on areas supervised by other Technical Services, no charge will be made for such use or loan of CCC equipment, tools, or supplies, or the replacement or repair thereof if lost, destroyed, or damaged. In like manner, the other Technical Services will not expect reimbursement for CCC expenditure on Indian lands.

At the end of the Section is a form of agreement marked "Standard Form" that may be used with the Indian Service where formal agreement is thought necessary, and between other CCC agencies that have camps located near areas where fire creates a menace to lands under the administration and protection of either agency.

FIRE COOPERATION WITH DEPARTMENT OF INTERIOR - BUREAU OF RECLAMATION: At the end of the Section is a form of agreement which the Bureau of Reclamation is willing to enter into with other cooperating agencies. It differs from the "Standard Form" in that Section 4 provides that the agency having administration of the land or the area on which the fire occurs shall provide all necessary equipment, tools, and supplies including necessary mess equipment and camp supplies, except subsistence, and shall be responsible therefor without recourse against the other agency for loss or damage thereof, unless some other arrangement satisfactory to the authorized field representatives of the other agency is agreed upon in advance.

This departure from the standard form of agreement for the Bureau of Reclamation is predicated on the fact that the camps allocated to this Bureau are not usually equipped with standard fire fighting tools. This form of agreement has the disadvantage that it may in some instances delay the initial attack on fires while tools are being sent by the agency having administration and protection of the lands. This sample form of agreement, however, is intended to serve only as a general guide, and the actual agreement will be worked out between Regional Foresters and the proper field representative of the Bureau of

Reclamation. Where the Bureau of Reclamation has an adequate supply of axes, shovels, and other fire fighting tools, it would appear best, if possible, to have these agreements conform more nearly to the standard form for the other cooperating services, so that the enrollees will come equipped to start the initial action on the fire.

(18) CCC COOPERATION ON PROJECTS NOT DIRECTLY RELATED TO NORMAL ACTIVITIES: To avoid possibility of jurisdictional conflicts and to insure uniform application of federal policies and practices, whenever the Forest Service is requested by non-federal governmental agencies, public organizations or individuals to furnish CCC cooperation for projects (except those of obviously minor nature referred to in the succeeding paragraph) that do not come within the scope of its normal work program, the application should be referred to whatever federal agency is (1) authorized and organized to perform the particular type of activity involved, or (2) responsible for federal aid, either directly or in a consultative capacity. Reference of the application to the responsible federal agency in most cases should be made by the Forest Service, through regular channels in order to facilitate and expedite decision and responsive action. Brief, but complete description of the work for which the CCC cooperation is sought should be supplied by the forwarding agency. If, following the required reference, the agency concerned endorses the proposed project and (1) requests CCC Forest Service help for it and (2) the Forest Service is in position to supply the desired cooperation, approval of the W.O. should be obtained (except in cases mentioned below) before work is undertaken.

(18) As indicated above, it will be incumbent upon Forest Service to decide whether the particular work item involved requires such reference. Where the requested aid is obviously of minor nature and size, and it is felt accomplishment would not be contrary to policies of the federal agency directly concerned with the type of cooperation sought, and the proposed project otherwise qualifies for CCC aid, action can be undertaken without further ado, save a brief report (in duplicate) to the W.O., explaining the assistance extended, reasons for it, result accomplished, expense incurred, etc. However, in cases where the aid sought is extensive, or there is doubt about its eligibility, etc., reference to other Services or Bureaus (as outlined above) is necessary.

(18) Examples: (1) If help to prevent invasion of grasshoppers (or other insects) is requested, advice and cooperation of the Bureau of Entomology and Plant Quarantine, through channels, should be sought to determine (a) whether the situation justifies and requires CCC assistance; (b) whether it is eligible for federal aid; and (c) the type and amount of assistance to be extended.

(2) In the case of rodent control, the advice and cooperation of the Bureau of Biological Survey (Fish & Wildlife Service) should be enlisted along lines described in (1) for insect control.

(3) Requests for assistance on weed control or eradication projects should be submitted to and cleared with Bureau of Plant Industry along lines described in (1).

(4) When requests for assistance involve soil erosion or flood control projects on areas not under the jurisdiction or control of the Forest Service, the advice and assistance of Soil Conservation Service or Flood Control Committee should be sought as to need, legality and corrective measures, if any, to be taken, as well as to land use policies of the Department it is desirable and necessary to observe and apply.

(5) Projects involving land drainage or reclamation, except perhaps those within areas under control or jurisdiction of the Forest Service should be referred to Bureau of Agricultural Engineering or Bureau of Reclamation, respectively, before any commitments are made or work begun.

(6) Requests for assistance to restore archeological or historical sites should be referred to National Park Service for concurrence, unless the site to be restored is located within an area under jurisdiction or control of the Forest Service, or administrative policy justifies or requires exception.

(151) CCC COOPERATION FOR CLEARING RIGHTS-OF-WAY FOR RURAL ELECTRIFICATION ADMINISTRATION POWER LINES: CCC assistance for clearing rights-of-way for REA power lines ordinarily will be limited to cases where the lines are intended to supply CCC camps with electricity. In such cases arrangements for the necessary and appropriate amount of work required to bring the lines to the camps should be made by the Army, as the agency responsible for supplying camps with electricity. Other cases (which would not involve the Army) where CCC could properly help in clearing rights-of-way for REA lines would be when lines are intended to supply service to a State or Federal establishment, for example to a ranger station, but in such instances CCC cooperation should not exceed an equitable share (an amount comparable to that assessed other members of the cooperative concerned), based on membership in a particular cooperative, of the total amount of labor required to clear a right-of-way for an REA power line that is intended also to give service to private citizens. Work connected with REA power lines intended to serve private interests only, is considered to be ineligible for CCC cooperation.







\* \* \* \*

F O R M S

\* \* \* \*



COOPERATIVE FIRE FIGHTING AGREEMENT  
between  
THE U.S. FOREST SERVICE  
and  
THE BUREAU OF RECLAMATION

1. Each service will furnish the other with a map showing the location and extent of the areas to be protected, also the location of the CCC companies within or adjacent to the areas to be protected.

Each service will furnish to the other a list of the names and addresses, as well as the titles, of the men in responsible charge of companies or areas.

It shall be the duty of employees of each cooperating agency to immediately report to the responsible authority the discovery of fires and their location.

2. Project Superintendents in CCC camps of either cooperating agency are, authorized to and are obliged to dispatch fire fighting crews promptly when called upon by responsible authorities of either cooperating agency, to assist in the suppression of fires in or threatening land administered by the other cooperating agency wherever and whenever such fires occur within a reasonable distance from the point of dispatch. Ordinarily a reasonable distance shall be considered to be up to 50 miles, but in case of emergency a greater distance will be traveled if the affected agency believes the situation warrants such a request.
3. Responsible authorities as indicated in paragraph (2) above shall be \_\_\_\_\_ or his authorized assistant for the Forest Service, and \_\_\_\_\_ or his authorized assistant for the Bureau of Reclamation.
4. The agency having administration over the land or area upon which a fire occurs and to which the other agency is required to dispatch a fire fighting crew, will provide all necessary equipment, tools, and supplies, including mess equipment and camp supplies, except subsistence, and will be responsible therefor, without recourse against the other agency for loss or damages thereof, unless some other arrangement satisfactory to the authorized field representatives of the other agency, is agreed upon in advance. Each agency will provide transportation for its own fire fighting crews to, at, and from the location of the fire. In executing this agreement it is the understanding of the parties hereto that the Army will furnish a trained camp overhead consisting of a fire camp commander, cooks, kitchen police, and a guard for Army and work agency property turned over to the fire camp commander and also that the Army will furnish subsistence for the entire camp and supervise the cooking and serving of meals.

(over)

5. No camp will jeopardize the security of its own area by dispatching all of its available fire protection resources to a fire in the territory of the other cooperating agency. A reasonable reserve of man power, equipment and tools will be retained to safeguard the camp area. The Project Superintendent will be responsible person to determine this reserve factor after discussion of the general situation with the Company Commander.
6. Each agency will take charge of fire suppression work in its own territory, and the Fire Boss on a given fire will be an officer of the agency in whose territory the fire occurs, unless some other arrangement is mutually agreed upon or is made necessary by the exigencies of the situation.
7. In dispatching enrollees to a fire in the other agency's territory the dispatching agency will provide sufficient supervisory personnel to handle its own enrollees at the fire, under the direction of the Fire Boss.
8. The initial attack on a fire will be made by the crew that arrives on the scene first. In the event that the cooperating agency arrives first, the officer in charge of its crew will serve as Acting Fire Boss until the arrival of forces of the agency in whose territory the fire occurs. At such time, the Acting Fire Boss will place himself and his crew at the disposal of the officer of the responsible agency, who then will take charge as Fire Boss. The crew making the initial attack, as well as any other crews engaged on the fire, will not leave the fire unless and until released by the Fire Boss.
9. In the event of uncertainty or dispute concerning any of the above provisions, such as the distance to which crews may be sent, the matter should be referred immediately for decision to the responsible officer of the cooperating agency concerned. Should it be impossible to contact said officer, the man in the field will act upon his own initiative and good judgment.

(Signatures and titled of officers  
authorized to enter into this  
agreement)

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COOPERATIVE FIRE FIGHTING AGREEMENT  
between  
THE U.S. FOREST SERVICE  
and

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3. Responsible authorities as indicated in paragraph (2) above shall be \_\_\_\_\_ or his authorized assistant for the Forest Service, and \_\_\_\_\_ or his authorized assistant for the \_\_\_\_\_ Service.
4. Each CCC camp will provide its own transportation, equipment, tools, and food supplies unless it is more expedient in a given case, or an emergency requires that some other arrangement is made. No charge will be made against the other agency for such use or loan of CCC equipment, tools, or supplies, or the replacement or repair thereof if lost, destroyed, or damaged. No camp will jeopardize the security of its own area by dispatching all of its available fire protection resources to a fire in the territory of the other cooperating agency. A reasonable reserve of man power, equipment and tools will be retained to safeguard the area at hand.
5. Each agency will take charge of fire suppression work in its own territory, and the Fire Boss on a given fire will be an officer of the agency in whose territory the fire occurs, unless some other arrangement is mutually agreed upon or is made necessary by the exigencies of the situation.



6. In dispatching enrollees to a fire in the other agency's territory, the dispatching agency will provide sufficient supervisory personnel to handle its own enrollees at the fire, under the direction of the Fire Boss.
7. The initial attack on a fire will be made by the crew that arrives on the scene first. In the event that the cooperating agency arrives first, the officer in charge of its crew will serve as Acting Fire Boss until the arrival of forces of the agency in whose territory the fire occurs. At such time, the Acting Fire Boss will place himself and his crew at the disposal of the officer of the responsible agency, who then will take charge as Fire Boss. The crew making the initial attack, as well as any other crews engaged on the fire, will not leave the fire unless and until released by the Fire Boss.
8. In the event of uncertainty or dispute concerning any of the above provisions, such as the distance to which crews may be sent, the matter should be referred immediately for decision to the responsible office of the cooperating agency concerned. Should it be impossible to contact said officer, the man in the field will act upon his own initiative and good judgment.

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Regional Forester

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(Suggested Form)

APPLICATION FOR THE ESTABLISHMENT OF  
FOREST TREE PLANTING DEMONSTRATION AREAS ON  
PRIVATELY OWNED PROPERTY

State Forester, \_\_\_\_\_

\_\_\_\_\_, 19\_\_\_\_

Dear Sir:

The undersigned hereby makes application for the establishment of  
a demonstration forest tree planting project of approximately \_\_\_\_\_ acres  
on \_\_\_\_\_ property located as follows:  
(his, her or their)

1. County \_\_\_\_\_.
2. Township or District \_\_\_\_\_.
3. Distance and direction of area from nearest town or post-  
office \_\_\_\_\_.

In the event this application is approved, the applicant agrees:

1. To make available the area in suitable condition for  
planting.
2. To furnish planting stock (or the purchase price thereof)  
of such species, size and source as agreeable to the State.
3. To protect the area for a period of 5 years as follows:
  - (a) Prevent damage from fire including the maintenance  
of necessary trails or firebreaks.
  - (b) Cultivation sufficient to maintain the trees in a  
thrifty condition.
  - (c) Exclude all livestock. This will include furnishing  
material for fencing if it is needed.
  - (d) Remove no trees except as may be approved by the  
State.

(Signed) \_\_\_\_\_  
(Applicant)

Mail Address \_\_\_\_\_



RECORD OF  
CCC DEMONSTRATION TREE PLANTING PROJECT

State \_\_\_\_\_ County \_\_\_\_\_ Twp. or Dist. \_\_\_\_\_

APPLICATION

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Post Office Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
(Distance and Direction of Area from nearest Town or P.O.)

Date of Application \_\_\_\_\_ Size applied for \_\_\_\_\_ Acres

Date Approved or Disapproved \_\_\_\_\_ BY \_\_\_\_\_

\_\_\_\_\_  
Title

REPORT OF EXAMINER

Name of Examiner \_\_\_\_\_ Title \_\_\_\_\_

Date of Examination \_\_\_\_\_ Soil Type \_\_\_\_\_

Distance from Forestry CCC Camp \_\_\_\_\_ miles Camp No. \_\_\_\_\_

Species and Age Class Recommended and number of each \_\_\_\_\_

\_\_\_\_\_  
ADDITIONAL RECOMMENDATIONS AND REMARKS: (Planting method; spacing; special arrangement of different species; size of area if different from application; fencing or firebreak needed, and if so, length of each; date area will be ready for planting; planting stock arranged for; if additional space is needed, use back of this Form).

PLANTING RECORD

Date Planted \_\_\_\_\_ Area \_\_\_\_\_ Acres.

Planting Method Used \_\_\_\_\_ Soil Condition \_\_\_\_\_

<u>Species Planted</u>	<u>Number</u>	<u>Age Class</u>	<u>Size</u>	<u>Source</u>
------------------------	---------------	------------------	-------------	---------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____





COOPERATIVE AGREEMENT  
CCC TIMBER STAND IMPROVEMENT DEMONSTRATION

THIS AGREEMENT, made and entered into this .....day of.....  
19..... by and between .....hereinafter called the Cooperator,  
and the State of ..... hereinafter called the State.

WHEREAS, the parties hereto desire to cooperate in the establish-  
ment of a timber stand improvement demonstration for the purpose of  
showing the most favorable method of improving the thrift and growing  
capacity of timber stands as a means of insuring their continuance and  
thereby increasing soil fertility and preventing soil erosion;

WHEREAS, the Cooperator desires to make land owned by him avail-  
able to the State for such a demonstration;

NOW, THEREFORE, the State and the Cooperator do hereby mutually  
agree with each other as follows:

The STATE agrees:

To make, to the extent necessary for the aforesaid demon-  
stration, stand improvement cuttings, such as thinnings or removing  
trees that are diseased, deformed, or of low value and, if needed, to  
plant young trees of desirable species for the purpose of increasing  
the density of the forest cover.

The COOPERATOR agrees:

- (1) To make available to the State, an area of his forest  
land to be definitely designated for said demonstration.
- (2) To protect in the following ways said area for a period  
of 5 years after the completion of the stand improvements made by the  
State.
- (a) On or before completion of said stand improvement to  
provide, and subsequently maintain, adequate fencing  
to keep all livestock from entering upon the area.\*
  - (b) Prevent damage from fire and maintain trails or fire-  
breaks if needed to safeguard the area.
  - (c) Cut no timber except such as may be approved by the  
State.
  - (d) Give such additional care as may be necessary to  
maintain the stand in a thrifty condition.

\* This requirement may be deleted (lined out) in agreements with respect  
to Southern pine areas where, due to adequate density and size of  
stocking, the State agency considers fencing definitely unnecessary.

IN WITNESS WHEREOF, the parties hereto have executed this agree-  
ment on the day, month, and year first above written.

\_\_\_\_\_  
(Cooperator)

State of \_\_\_\_\_ By \_\_\_\_\_

State Agency \_\_\_\_\_ Title \_\_\_\_\_



COOPERATIVE AGREEMENT  
CCC FOREST TREE PLANTING DEMONSTRATION

THIS AGREEMENT, made and entered into this.....day of.....

19.... by and between.....hereinafter called the Cooperator,

and the State of .....hereinafter called the State.

WHEREAS, the State desires to establish a tree plantation for the purpose of demonstrating good practices of establishing, growing and maintaining a crop of forest trees, and;

WHEREAS, the Cooperator is willing to make land owned by him available to the State for such a demonstration planting at no cost to the State;

NOW, THEREFORE, the State and the Cooperator do hereby mutually agree with each other as follows:

The STATE agrees:

To furnish such labor and supervision as may be necessary to establish the plantation including the planting of trees and the construction of such fences, trails or firebreaks as may be deemed by the State necessary for protective purposes. (This agreement is conditioned upon the availability of labor to do the work from CCC forestry camps under State control).

The COOPERATOR agrees:

(1) To make available to the State an area of land, prepared for planting, to be definitely designated for said demonstration.

(2) To furnish the planting stock of such species, size and source as are agreeable to the State.

(3) To protect said area for a period of 5 years after planting in the following ways:

(a) On or before completion of said planting to provide adequate fencing material and subsequently maintain the fence in such manner as to keep all livestock from entering the area.\*

(b) Prevent damage from fire and maintain trails or firebreaks if needed to safeguard the area.

(c) Cut no trees from the area except as may be approved by the State.

(d) Give such additional care as may be necessary to maintain the stand in a thrifty condition.

\* This requirement may be deleted (lined out) in agreements where the State agency considers fencing unnecessary.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day, month, and year above written.

\_\_\_\_\_  
(Cooperator)

State of \_\_\_\_\_ By \_\_\_\_\_

Title \_\_\_\_\_

State Agency \_\_\_\_\_



REPORT OF DISPOSITION OF PROCEEDS OF SALES  
OF TIMBER PRODUCTS PRODUCED BY CCC LABOR

\_\_\_\_\_ 19\_\_\_\_\_  
(date)

State \_\_\_\_\_ Period Covered \_\_\_\_\_

[illegible]

	:	:	:	:	:	: Received :	:
	:	:	:	:	:	: After :	: Paid
	:	:	: Gross	: Allowable:	: Allowable:	:	: Federal
Quantity: Unit :Products:Receipts:Deductions:Deductions:Government	:	:	:	:	:	:	:
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Total of previous reports	:	:	:	:	:	:	:
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Total to date	:	:	:	:	:	:	:
	:	:	:	:	:	:	:





U. S. DEPARTMENT OF AGRICULTURE

Memorandum of Agreement  
between the  
FOREST SERVICE  
and the  
BUREAU OF AGRICULTURAL ENGINEERING  
relative to

THE ORGANIZATION AND OPERATION OF CIVILIAN CONSERVATION CORPS  
CAMPS FOR WORK ON THE MAINTENANCE AND REPAIR OF DRAINAGE WORKS

The Forest Service and the Bureau of Agricultural Engineering being mutually interested in the employment of Civilian Conservation Corps Camps on the maintenance and repair of drainage improvements in organized drainage enterprises mutually agree as follows:

THAT THE FOREST SERVICE WILL:

- (a) Designate the number of camps to be assigned to drainage work in each Corps Area.
- (b) Provide for the fiscal and procurement phases of the camp work.

THAT THE BUREAU OF AGRICULTURAL ENGINEERING WILL:

- (a) Be responsible for the location of the camps in the Corps Areas designated by the Forest Service.
- (b) Furnish the technical direction and operate the camps in accordance with the CCC program.
- (c) Employ the technical and supervising personnel connected with the project.

IT IS MUTUALLY AGREED: That one or more field offices, with necessary personnel will be established under the direction of the Bureau of Agriculture Engineering to handle the field operations and that the Forest Service will arrange to handle the fiscal and procurement work connected with such office of offices.

That this memorandum shall become effective on April 8, 1935, and expire upon the discontinuance of the CCC program or by the mutual consent of the Chief of the Forest Service and the Chief of the Bureau of Agricultural Engineering.

April 9, 1935  
(date)

/s/ F. A. SILCOX  
U. S. Forester

April 9, 1935  
(date)

/s/ S. H. McCrory  
Chief, Bureau of Agricultural  
Engineering.



Form CCC-D1  
(Revised 4-17-39)

Date Prepared \_\_\_\_\_

Final

Preliminary report of dam proposed for construction by CCC.

Name of Dam \_\_\_\_\_

1. Location. (a) State \_\_\_\_\_ (b) County \_\_\_\_\_

(c) \_\_\_\_\_ National Forest. (d) Name of

drainage \_\_\_\_\_

(Nat'l)

2. Work to be done by CCC Camp \_\_\_\_\_ under supervision of (State) Forest.  
(number)Is camp now operating? \_\_\_\_\_ If not, give plan and estimated  
cost of establishing it. \_\_\_\_\_

3. Purpose of dam. \_\_\_\_\_

4. Brief description of site, giving the nature of the foundation and depth  
to bedrock. State number of test pits or test holes. \_\_\_\_\_

5. Description of dam. (a) Type. \_\_\_\_\_ (b) Height. \_\_\_\_\_

(c) Length. \_\_\_\_\_ (d) Volume (Cu. Yd.) \_\_\_\_\_

6. Description of Spillway. (a) Location \_\_\_\_\_

(b) Type \_\_\_\_\_ (c) Length \_\_\_\_\_

(d) Flood capacity \_\_\_\_\_ (e) Freeboard above flood capacity \_\_\_\_\_

7. Description of watershed and reservoir.

(a) Watershed area \_\_\_\_\_ sq. mi. (b) Reservoir area \_\_\_\_\_ acres.

(c) Reservoir capacity below spillway level \_\_\_\_\_ acre feet.

(d) Max. depth of stored water \_\_\_\_\_ ft. (e) Avg. annual precip. \_\_\_\_\_ in.

(f) Average slope of watershed is flat, moderate, steep.

(g) Watershed is barren, sparsely, moderately, heavily timbered.

(h) Timber stand on reservoir area is light, medium, heavy.

8. Plans and specifications.

(a) Completed, \_\_\_\_\_ (b) Submitted herewith \_\_\_\_\_  
Yes No Yes No

(c) Will be prepared by \_\_\_\_\_ if project is approved.

9. Estimated cost.

(a) Construction materials and supplies . . . . . \$ \_\_\_\_\_

(b) Equipment purchase and/or hire . . . . . \$

(c) CCC equipment operation, repairs & depreciation; or  
equipment rental, if rental system is used . . . . . \$\_\_\_\_\_

(d) Camp Supervisory personnel . . . . . \$3

(e) Labor (other than enrollee) . . . . . \$

(f) Enrollee \_\_\_\_\_ man days at \$1.50 per day . . . . \$ \_\_\_\_\_

(g) Total estimated cost . . . . . \$

10. If other agencies or organizations are to bear part of cost by money or materials' contributions, explain fully and give the value of the contribution. \$ \_\_\_\_\_

11. Operating conditions:

(a) Do climate and other conditions permit continuous work? \_\_\_\_\_  
If not explain unfavorable conditions in accompanying memorandum.

(b) If approval is given, when do you plan to start work on dam?

(date)

(c) How long will it take to complete project? \_\_\_\_\_  
(calendar months)

## 12. Additional information

Report submitted \_\_\_\_\_  
                                     date                                      signature                                      title

Project approved \_\_\_\_\_, Regional Forester.  
date signature

Plans and specifications must be approved by Regional Engineer before construction is started.

(Place at end of Camp Program Section)

Sup. 66 (7/31/39)

SAMPLE FORM

CCC Camp Program Form 1

14TH PERIOD CCC CAMP PROGRAM RECOMMENDATION  
CAMP UNDER SUPERVISION

(Bureau)

Region \_\_\_\_\_  
Date \_\_\_\_\_

Present (13th Period) Authorized Camps	State (1)	Camp (2)	Action recom- mended for 14th Period Indicate By 'Close' or 'Continue' (3)	To what Region or District is this camp assigned? (4)	List camps recommended for new construction or reestablishment opposite those designated in Col. 3 for closing Sept. 30 (See Instr. Sheet) Indicate new camps by one star: (*F- ), Reestablished by two stars (**F- ). If new camp is recommended, provide for alternate action (where possible) in letter accompanying program	Camp (5)	State (6)	County (7)	Forest (8)	Est. work load camp mos. (9)	If new indicate whether portable buildings available (if known) (See Instr.) (10)	If reest. will repair costs exceed \$4,000 (Your Est.) (11)	Do you plan to con- tinue camp in 15th period (12)

(Revised each six months.)





SAMPLE FORM

NEW, CONTINUED OR REESTABLISHED CAMP  
PROPOSED FOR 14TH PERIOD

\_\_\_\_\_ Date \_\_\_\_\_ State \_\_\_\_\_

Periods previously occupied: \_\_\_\_\_ Camp No. \_\_\_\_\_

Camp will occupy new location: \_\_\_\_\_ Previous designation (if any) \_\_\_\_\_

Camp site  
location: \_\_\_\_\_  
Forest or other unit \_\_\_\_\_ County or Counties \_\_\_\_\_

Work Area: \_\_\_\_\_ Post Office: \_\_\_\_\_

Estimated total work available this location \_\_\_\_\_ camp months.  
(200 man co. strength)

Do climatic conditions, camp location, and nature of work permit "Winter only"  
or "Yearlong" occupancy of this camp: (State which) \_\_\_\_\_

Is it reasonably certain that water and sanitary facilities are available? \_\_\_\_\_

State whether "Summer" or "Winter" structures are in place at present: \_\_\_\_\_

State whether present camp structures are "complete" or "incomplete": \_\_\_\_\_  
(Under "Remarks", list the buildings needed to bring camp to current standards)

Are extensive repairs necessary before reoccupancy? \_\_\_\_\_ Est. Cost \$ \_\_\_\_\_

Remarks: \_\_\_\_\_

INSTRUCTIONS FOR PREPARING 14TH PERIOD WORK PROJECT LIST ON REVERSE SIDE OF FORM

List major projects separately, showing in Cols. 1, 2, and 5, the Classification Number, Job Designation, and standard work units as called for on CCC Work Report Form 7. Minor projects may be grouped and listed under the heading "Miscellaneous Projects" in Col. 2, consolidating man-day work estimates in Col. 6 (sub-columns) and omitting use of other columns, except Col. 3. Indicate by "C" or "M" in Col. 3 whether work is Construction or Maintenance. In Col. 4 indicate the primary work purposes of the major projects as for example: "Forest Fire Control", "Wildlife Development", "Game Management", "Erosion Control", "Flood Control", "Recreation", etc. In Col. 2 also give names, if any used locally in designating important projects. Cols. 5 and 6 are self-explanatory. Where work to be accomplished involves use of side camp, indicate by "X" in Col. 7. In Col. 8 indicate by "X" if labor, materials or equipment will be contributed in substantial amounts from other funds.



Federal Security Agency  
Civilian Conservation Corps  
Office of the Director

Date \_\_\_\_\_

DEPARTMENT OF \_\_\_\_\_

Name of Area \_\_\_\_\_ Camp Designation \_\_\_\_\_  
(Indicate by letter designation only:  
Example: F-, SCS-, NP-, BR-, etc.)

Camp Location: State \_\_\_\_\_ County \_\_\_\_\_

Justification for establishment of camp and general description of work project:

Work project area: \_\_\_\_\_ Counties

Estimated number of camp months required to complete work project \_\_\_\_\_

Project initiated and recommended by \_\_\_\_\_  
(Federal Bureau or Agency)

## INFORMATION REGARDING CONTEMPLATED CAMP SITE

Answer questions listed under (A) for new site; under (B) for re-established site; and under (C) for either new or re-established site.

- (A) Will it be necessary to construct a new camp at a new site for the proposed project? \_\_\_\_\_

If approved, will the camp be located on public or private land? \_\_\_\_\_  
(Do not make local inquiries in advance of approval for this camp in order to answer this question.)

Is it proposed to locate the camp within the boundaries of the work project area? \_\_\_\_\_ If not, about how far will the camp be located from the approximate center of the proposed work area? \_\_\_\_\_ miles.

- (B) If it is the plan to re-occupy an existing CCC camp for this work project, what is its present official designation? \_\_\_\_\_ Is it located on publicly or privately owned land? \_\_\_\_\_

Is the camp equipped with rigid or portable type structures? \_\_\_\_\_

What is the estimated cost of rehabilitating the camp? \$ \_\_\_\_\_

What town is it proposed to use as the camp's post office? \_\_\_\_\_;

As its railhead? \_\_\_\_\_

- (C) Is it the intention to operate the camp year-round or seasonally? \_\_\_\_\_  
If seasonally, will it be operated in winter or summer seasons? \_\_\_\_\_

List the CCC camps now known to be operating within 25 miles of the proposed camp (Unless readily answerable in the field, this information will be provided from records in Washington, D. C.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Representative Department of \_\_\_\_\_







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## SECTION 5 - EQUIPMENT AND SUPPLIES

### PROCUREMENT WITHOUT REIMBURSEMENT

GENERAL REQUIREMENTS: Executive Order No. 1127 of May 8, 1933 requires that no supplies, materials, equipment or other property be purchased or manufactured for CCC work and paid for from CCC funds where similar supplies, material, equipment or other property of a character which will answer the purpose can be furnished from existing surplus or excess stocks held by the executive departments and independent establishments.

Lists of surplus and excess property held by other Departments and establishments, which is available for transfer to CCC work without reimbursement (except for the cost of packing, handling, and transportation) are circularized by the Washington Office to the procuring Officers of the CCC Technical Services.

Requisitions for surplus and excess property should be limited to actual foreseen needs based on the number of camps that it is known will be supplied from the distributing point for which the order is placed. Stocks on hand, at camps, and in central distributing warehouses should be taken into account when determining additional requirements, and all requisitions should be checked by a qualified officer in the Regional office before transmittal to Washington.

If for any reason an excess exists at a certain point the local officer in charge should report the excess immediately to his superior officer, who will arrange to distribute it in meeting needs elsewhere, but within his jurisdiction, or if no longer needed, report the excess to his next superior officer.

(108) SURPLUS PROPERTY SECURED FROM PROCUREMENT DIVISION: From time to time detailed lists of surplus property available for transfer through the Procurement Division, Treasury Department are circularized by the Washington Office to all Regions. Requisition lists for items desired for CCC purposes should, when forwarded to the Washington Office, bear a CCC designation and indicate the CCC procurement authority from which packing, handling, transportation, etc., charges will be paid. All property secured for CCC purposes and on which charges are paid from CCC funds should be taken up on the property records as CCC property. CCC funds should not be used to pay any transfer charges on items which are being secured for other than CCC purposes.

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FORFEITED PROPERTY: Forfeited property, namely, that confiscated by some Government agency, will be handled under the same procedure as surplus property. The acquiring agency must assume the additional expense in connection with towing, hauling, and/or storage.

EXCESS PROPERTY IN CUSTODY OF WAR DEPARTMENT: Property declared excess by the War Department and held at its depots is available for transfer without reimbursement for CCC projects. Such excess property cannot be requisitioned for the regular work of the Forest Service.

Excess property should not be requisitioned for the purpose of furnishing buildings or other facilities constructed from CCC funds.

(103) Excess property requisitions should be submitted in duplicate, giving date of list, depot, identification numbers, nomenclature as shown on list, shipping destination including city or town, county and State, together with CCC procurement authorities from which packing, handling and transportation will be paid. The requisitions should be made under CCC designation and all expenses (packing, handling, and transportation) should be charged to CCC funds and all property secured in this manner should be taken up on the records as CCC property.

PROCUREMENT BY PURCHASE - GENERAL POLICY

(54) (43) (1) ADVANCE APPROVAL OF DIRECTOR, CIVILIAN CONSERVATION CORPS: Advance approval of the Director, Civilian Conservation Corps is required for any purchase with CCC funds of supplies, materials or equipment exceeding \$2500. Signed original and two carbons of requests for such approval should be submitted through regular channels to the Chief, Office of CCC Activities, Department of Agriculture following the outline appearing at the end of Section. When approved the original will be given a number and returned to the Region and must be attached to the first voucher involved when it is submitted to Army Finance for payment. Reference can be made on subsequent vouchers by number. Approval of a request does not carry with it any allotment of funds but simply authorizes the purchase subject to there being sufficient unobligated funds available which may properly be used for the purpose.

ADVANCE APPROVAL OF THE CHIEF, FOREST SERVICE: The purchase of any individual piece of equipment costing \$500 or more must receive prior approval in the Washington Office.

(54) WAIVERS ON PURCHASES: Departmental waivers under which CCC work is operating, extended to June 30, 1939, are as follows:

(54) (43) Waived: The procurement procedure covered in Paragraph 3348 and 3322 of the Departmental Regulations. Attention is called to the fact that this waiver does not in any manner waive the requirements relative to securing advance approval of the Director, Civilian Conservation Corps for purchases exceeding \$2500.

Not Waived: Paragraph 4113, relating to purchase of automotive and road building equipment, including tractors, boats and outboard motors, is not waived.

(54) OPEN MARKET LIMITATION: Section 11 of the Act of June 25, 1938 contains the following provision with respect to open market purchases:

"PROVIDED, that funds allocated to Government agencies for obligation under this Act may be expended in accordance with the laws, rules, and regulations governing the usual work of such agency, except as otherwise stipulated in this Act; Provided FURTHER, that in incurring expenditures, the provisions of Section 3709 Revised Statutes (U.S.C. 1934 ed., title 41, sec. 5), shall not apply to any purchase or service when the aggregate amount involved does not exceed the sum of \$300."

Regional Foresters are authorized to make open market purchases to the limit of this authorization. Open market purchases by Forest Supervisors and State CCC offices will be



limited to a maximum of \$100, except that when in the judgment of the Regional Forester this limit is too high or too low for any Forest or State unit, the Regional Forester may fix such other limits (subject to the maximum of \$300) as he considers appropriate. (See also "Fiscal Control" Section).

PROHIBITIONS IN PURCHASE OF EQUIPMENT: Except for equipment of the approved classes (tools, machinery, etc.) required for the construction of approved CCC projects, and equipment which must be built into a structure in the course of construction, such as plumbing, etc., CCC funds may not be used for equipment purchases.

There are a great many cases to which this rule applies, for example, after a Fireman's cabin is built from CCC funds it is not permissible to purchase from CCC funds a stove, furniture, cooking utensils, etc., needed to equip the cabin; or after a fire look-out station has been established under CCC, it is not permissible to use CCC funds for the purchase of the necessary alidade, binoculars, or other equipment which is not actually a built-in part of the structure; or, as a further example, if certain structures such as instrument shelters are built under CCC in connection with forest research projects it is not permissible to furnish from CCC funds equipment such as soil thermometers, wind gauges, etc., unless needed for the current execution of approved CCC Research projects; nor, as a still further example, can CCC funds be used to buy fire tools with which to fit our fire control warehouses or tool caches erected under CCC.

(181)(81) CCC funds will not be used for the purchase of electric generators for lighting plants (except for use in side camps when no excess is available.) Water systems involving the use of power pumps and the drilling of wells will be undertaken as CCC projects only when it is impracticable to obtain a satisfactory gravity system at a reasonable cost. The cost of power pumps and of well drilling may be paid from CCC funds where the cost is a relatively small part of the cost of construction of the improvements for which water is being developed.

PRISON MADE GOODS: Procurements under the CCC Act effective July 1, 1937, are to conform to the statutes requiring utilization of the products of Federal prisons. Therefore, materials manufactured or produced by convict labor may and should be purchased for CCC work. This includes those materials manufactured or produced by agencies of the Federal Prison Industries, Inc. This reverses certain procurement instructions heretofore in effect. See Paragraph 3346 of Departmental Regulations.

PURCHASE AND MAINTENANCE PASSENGER CARRYING MOTOR VEHICLES: The limitations as to purchase and maintenance of CCC motor-propelled passenger-carrying vehicles are the same as on vehicles

CCC  
SUPPLY  
Director's Approval  
(Purchases)

(Insert this form at end of Section 5)

(OUTLINE)

DIRECTOR'S APPROVAL OF PURCHASES

Date \_\_\_\_\_

To: (Office next above which must pass upon requirements)

It is proposed to purchase the following from CCC funds and since the estimated cost exceeds \$2500,00, it is requested that approval of the Director, Civilian Conservation Corps be obtained.

<u>Item</u> <u>No.</u>	<u>Items</u>	<u>Quantity</u>	<u>Estimated</u> <u>Unit Cost</u>	<u>Estimated</u> <u>Total Cost</u>
---------------------------	--------------	-----------------	--------------------------------------	---------------------------------------

Total \$ \_\_\_\_\_

Explanatory Data

- (a) Where and how purchase is to be made.
- (b) If for supplies or materials state approximate number of camps and period of time involved.
- (c) Indicate Administrative Unit as Bureau and Region, and State, Forest, or District.
- (d) Any statement or data justifying need for procurement.  
(Continue explanatory data on separate sheet if necessary)

Approval recommended:

\_\_\_\_\_  
(Name and title originating official)

\_\_\_\_\_  
Acting Chief, Office of CCC  
Activities, U. S. Department  
of Agriculture.

\_\_\_\_\_  
(Name and title of Regional or other  
Approving Officer)

Approved: \_\_\_\_\_  
(date)

\_\_\_\_\_  
(Name and title of Officer Approving  
for Bureau)

\_\_\_\_\_  
Director, Civilian Conservation Corps.





purchased and maintained from regular appropriations. For details see FA Circular No 134, dated August 6, 1936, designated "FA Disbursement, Passenger-Carrying Vehicles".

PURCHASE OF MAINTENANCE EQUIPMENT: Purchase of equipment for strictly maintenance work will not be made with CCC funds.

Requests for purchase of motor patrols, trail maintainers or other equipment ordinarily used primarily for maintenance work, will not be entertained unless such requests show a clear cut, definite need for such equipment on construction of authorized CCC projects.

PURCHASE OR USE RETREAD MACHINES AND RETREAD TIRES PROHIBITED: The purchase or use of tire retreading machines in connection with CCC activities and involving payment from CCC funds is prohibited. The use of retreaded tires on CCC trucks is likewise prohibited. This policy originated in the Director's office and is based primarily on personal safety factors involved in the transportation of enrollees.

FURNITURE, TYPEWRITERS AND OFFICE EQUIPMENT: As CCC is a temporary project, liberal expenditures on furniture, typewriters and miscellaneous office equipment is justly subject to criticism and should be held to the minimum. When fully justified and in accordance with the instructions below, Regional Foresters may provide such equipment either by rental or purchase.

(171) 1. For Camps: Typewriters and small capacity hand-operated adding machines may be furnished if the amount of office work fully justifies the expenditure. Calculating machines will not be furnished except in very unusual circumstances. Home-made furniture should ordinarily be used in camps. Manufactured typewriter desks and chairs may be furnished only where in the judgment of the Regional Forester the essential needs cannot otherwise be met.

2. Administrative and Supervisory: It is contemplated that there will be considerable contribution from regular funds and facilities of the Technical Services both Federal and State. However, where the volume of CCC work necessitates additions in office equipment, such may be provided. Only the simpler models of calculating and other machines will be made available.

(158) PURCHASE OF FURNISHINGS FOR CAMP QUARTERS: Regional Foresters are authorized to purchase furniture for living quarters assigned to CCC Administrative Forest Service personnel out of such funds as may be available. Such furniture must be bought from the General Schedule of Supplies. (See material on Page 327)

PLANTING STOCK: (See Section Camp Programs and Project Work).

PROCUREMENT BY PURCHASE THROUGH  
DESIGNATED F. S. OFFICERS

THROUGH CHIEF, FOREST SERVICE: Certain items of equipment and supply are purchased by the Washington Office as a central procurement activity. The following should be procured only through the office of the Chief, Forest Service:

(139) Trucks	Compressors
Passenger cars	Tents and flies for
Tractors	Regions 7, 8 & 9
Tractor trail-builders	Look-out towers
Graders	Any equipment to be
Trailers and semi-	attached to auto-
trailers for trucks	motive equipment

(139) The Director has requested that certain items of heavy equipment, the unit price of which exceeds \$500, (See Finance Section) shall be purchased through the Procurement Division, Treasury Department. Requisitions for such items should be forwarded to the Washington Office showing quantity, description of item, estimated cost, funds chargeable, name and address of consignee and mailing address of consignee if different than shipping point.

Upon receipt of requisitions in and their approval by the Washington Office, specifications will be prepared and their approval by the Technical Advisory Board secured. Orders will then be prepared on Treasury Department Purchase Authority Form 1 and forwarded to the Director for approval and transmission to the Procurement Division. Upon advice from the Director that he has approved the order, a copy will be forwarded to the Region.

The Procurement Division issues bids and awards contracts. Copies of the bid invitations are furnished to the Regional Forester and each consignee and should be used to check the equipment when it is received to determine compliance with the specifications and terms of the bid invitation. Any discrepancy, damage or shortage should be noted on the invoice, or in a letter accompanying the invoice, which should be signed and returned direct to the Procurement Division. Since discounts for payment within a specified time are often involved, the invoices should be signed and returned to the Procurement Division as promptly as possible. Defects developing after the receipt of the equipment or free servicing within the terms of the contract should be referred by the field to the delivering dealer and if satisfactory replacement, repair or service cannot be secured, the matter should be reported to the Washington Office through regular channels.

In order that consolidated orders may be placed, requisitions for the classes of equipment which are universally used such as the ordinary sizes of trucks, tractors, etc., should be submitted to the Washington Office by September 15 and February 15. Purchase of other items will be made currently as requests are received. Considerable savings in freight can usually be effected through carload shipments to one destination and, where practicable, requisitions should be consolidated to take advantage of these savings.

THROUGH REGIONAL FORESTER - REGION 1: Kapok beds must be procured through the office of the Regional Forester, Missoula, Montana.

(55) THROUGH SUPPLY OFFICER, SUPPLY DEPOT, ALAMEDA: Tents and flies for all Regions, except Regions 7, 8 and 9, must be secured from the Supply Officer. Regions 7, 8 and 9 will secure them through the office of the Chief, Forest Service.

(55) Consolidated annual requirements of telephone wire must be secured from the Supply Officer. Subsequent purchases as may be necessary during a fiscal year may be made by the regional supply officer.



PROCUREMENT BY PURCHASE -- FROM QUANTITY  
CONTRACTS

GENERAL SUPPLY SCHEDULE: The General Schedule of Supplies is a comprehensive compendium of contracts entered into annually after competitive bids by the Procurement Division of the Treasury Department. Under these contracts, which are ordinarily for indefinite quantities, or in other words open contracts, any agency using Federal funds may purchase to meet its needs.

(4) Local purchases from CCC funds of items on the Schedule may be made if better prices can thus be secured, except on items that it is mandatory to secure from Schedule.

GASOLINE: Regional Foresters are furnished copies of the current Procurement Division contract for gasoline and it is mandatory that all tank wagon and drum purchases of gasoline to be used in connection with CCC be made against this contract.

GREASES: The Procurement Division of the Treasury Department enters into contracts by fiscal years for various types of greases. Regional Foresters are furnished copies of "Class 14 - oils (illuminating and lubricating); greases; and all lubricants" of the General Schedule of Supplies. Procurement Officers should deal directly with the Contractors listed in the Schedule.

OIL FOR MOTOR VEHICLES: Participation in the U. S. Navy contract for lubricating oils by all Federal and State agencies using CCC or other Federal funds is mandatory. Copies of the contract are furnished the Regional Foresters.

Purchase Orders on Form 942 should be placed by the procurement officer with the nearest branch of the Contractor specified for his Region.

TIRES AND TUBES: Regional Foresters periodically are furnished quarterly lists of awards for tires and tubes issued by the Procurement Division of the Treasury Department.

Orders for any items listed therein should be placed directly with the Contractors. Copies of these schedules are never received in the Forester's office early enough to reach the field at the beginning of the quarter covered by the contract. This should be kept in mind near the end of the quarter and field units should arrange to take care of their needs in the first week or two of each quarter from the previous quarter's contract.



RENTAL OF EQUIPMENT

RENTAL OF AUTOMOBILES, TRUCKS, HEAVY MACHINERY: Regional Foresters, or officers delegated by them, may approve rentals in emergency or otherwise where in either case not more than a month's use is involved. Otherwise additional rentals must receive prior approval from the Washington Office. In submitting recommendations Regional Foresters should state as far as practicable -

- |                                  |                        |
|----------------------------------|------------------------|
| (a) Type of vehicle              | (g) Close estimate of  |
| (b) Make                         | period of use          |
| (c) Original purchase price      | under proposed         |
| (d) Age in terms of use          | agreement              |
| (e) Present value                | (h) Reasons justifying |
| (f) Proposed monthly rental rate | rental                 |

Monthly rental rates (without driver) for more than one month should not exceed 6% of the reasonable value of the vehicle; for a period of one month or less the rate should not exceed 10% of the reasonable value. Exception may be made by the Regional Foresters under their authority under the above paragraph where the need is sufficient to warrant a higher rate; and will be considered by the Washington Office in cases referred to it.

Except where owner refuses to rent on such terms, the rental agreement will include a clause granting a purchase option and allowing the rental to apply on the purchase of the machine.

The present size of the CCC program in relation to the purchase of heavy equipment made to date, indicates that rental of heavy equipment will rarely be necessary.

USE AND CARE OF EQUIPMENT

(192) EQUIPMENT NOT REQUIRED FOR IMMEDIATE USE: Any equipment on hand in addition to camp requirements will be designated as excess to current needs and so reported to the Washington Office on the semi-annual Inventory of Heavy Equipment.

The established quota of trucks per camp is 8 stakes, 3 pickups and the number of dumps necessary to handle the job. The quota of other items of heavy equipment should not exceed the number which can be adequately maintained with the repair funds available.

Authority previously granted to the Regions to use CCC equipment on other projects has been modified as follows:

1. No CCC equipment will be used on other than approved CCC work without specific advance approval in each instance from the Director except:
  - (a) CCC passenger cars, pickups and panel body trucks attached to Regional or Supervisor's Offices may be used on trips for other than CCC purposes to the same extent that similar regular fund equipment is used for CCC purposes when this compensating use can be clearly shown. There will also be no objection to the use of these types of vehicles in carrying on regular activities which are incidental to a trip made primarily in the interest of CCC work.
  - (b) CCC trucks, trailers and semi-trailers may be used to transport other than CCC equipment and supplies provided there is equal compensating use of other equipment in hauling CCC equipment and supplies.
2. Requests for Director's approval to use CCC equipment on other projects may be of two different classes:
  - (a) Emergency situations threatening life or property or serious situations bordering thereon and where temporary use for a short period only will be involved. (For use of CCC equipment in emergencies involving the use of enrollees and other CCC facilities, see pages 422 and 422a.)
  - (b) Other than emergency situations as above and involving only the use of equipment excess to current CCC needs. Such requests should state

the number and kind of units needed, estimated period of use and rental rates applicable. No request for approval will be considered without provision to reimburse CCC for use at equitable rental rates to cover repair and depreciation.

3. All serviceable equipment which is not needed currently on CCC projects will be placed in storage and adequately protected from damage until needed to replace worn out units of the agency concerned or otherwise disposed of in accordance with established policies and procedure.
4. Except when authorized as provided under 1(b) above CCC equipment will be loaned only to agencies engaged in CCC work and then only for CCC purposes.
5. Transfer of CCC equipment between agencies for use on CCC activities will be freely made. Transfers of equipment to agencies for other purposes will be made only after the equipment has been declared surplus to the entire CCC for disposition by the Director of Procurement under the Act of May 29, 1935.

MAINTENANCE AND REPAIR - CENTRAL REPAIR SHOP: The repair of all heavy equipment will be accomplished under a plan being prepared by the Director's office and which will be placed in effect in all Corps Areas as rapidly as surveys of facilities and needs can be accomplished.

TRUCKS FOR RECREATIONAL TRIPS AND WOOD PROCUREMENT: Recreational trips, the safety of enrollees on such trips, and fuel procurement are War Department responsibilities. The Director expects that, limited at the point where it is inconsistent with the needs of the work projects, Technical Service CCC trucks will be made available to the Army for the above purposes to the extent that Army transportation is not satisfactory or available; further, that the Project Superintendent will cooperate with the Army by designating members of his staff to take charge of recreational trips under Army responsibility. In view of the limited allotments Regional Foresters may find it desirable to confer with District Commanders, or other Army officers, and endeavor to agree on a general plan or schedule, covering the use of Technical Service CCC trucks on recreational trips, which will be mutually agreeable to the agencies concerned.

The Director requires that trucks used on recreational trips be driven by regularly designated drivers and that (riding in the body of one truck - never in any separate vehicle) a competent person shall accompany and be in charge of each convey of trucks. (See Safety Section.)

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Sup. 183 (8-8-41)  
Sup. 115 (6-5-40)

CCC trucks lent by one agency to another will be on the basis of the borrowing agency furnishing the necessary gasoline and oil and meeting any expense necessary to repair damages incurred while on a loan status, ordinary wear and tear excepted. No additional charges should be made.

Technical service CCC trucks used under supervision of the Technical Service in hauling wood to main camps will be used on the basis of the Army reimbursing the Technical Service for the gasoline and oil consumed. Where wood is hauled incidental to project work trips no reimbursement should be requested.

(183) TRUCKS FOR TRANSFER OF CAMP EQUIPMENT: In the moving of camps from one camp site to another where the transfer of camp facilities is effected by motor vehicles, it sometimes occurs that the motor vehicles under War Department control are not of sufficient capacity to permit the company commander to take with his organization to the new location such articles of furniture as have been constructed by the enrollees under the educational program or purchased out of company funds, such as chairs, tables, desks, and other similar items. When this situation occurs, the project superintendent will, upon request, place at the disposal of the company commander such technical service motor equipment as is required to transport such property. Such motor vehicles will be made available on the same basis as trucks are lent to the Army for other purposes.

(115) TRUCKS FOR TRAINING PURPOSES: Trucks that are ready for condemnation may be retained to be used for training and instruction of enrollees in automobile repair. Such trucks will remain on the property (See page 511 for rest of this paragraph)





FEDERAL SECURITY AGENCY  
CIVILIAN CONSERVATION CORPS

Read instructions on reverse  
before making entries.

INDIVIDUAL OR CONSOLIDATED MONTHLY REPORT OF TECHNICAL SERVICE ACCIDENTS  
(FOR ENROLLEE ACCIDENTS ONLY)

C. C. C. service \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

State \_\_\_\_\_ Region \_\_\_\_\_ Corps area \_\_\_\_\_

(1) Camp number and symbol (for individual report) or number of camps reported (consolidated report)	(2) Average number of men re- leased to work projects during month (same as (R) 2a form C. C. C.-7)	(3) Total man-days worked during month (same as (O) 2a form C. C. C.-7)	(4) Class of camp, or camps reported	(5) Total man-days of lost time (sum of totals of columns 11 and 12)	(6) Total number lost-time and fatal accidents per 10,000 man-days worked
--	---	--	--	---	--

(7) Type or source of accident	Number of accidents			(11) Actual calendar days lost this month (including Saturdays, Sundays, and holidays)		(12) Assigned days lost this month (see scale of time charges)	(13) Percent of com- bined totals (columns 9 plus 10—consolidated reports only)
	(8) Minor	(9) Lost time	(10) Fatal	(a) From this month's acci- dents	(b) From previous months' acci- dents losing time this month		
1. Cave-in.....							
2. Drowning.....							
3. Electricity.....							
4. Explosives.....							
5. Exposure.....							
6. Falling objects.....							
7. Falls of persons.....	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
(a) Insecure support.....							XXXXXXXX
(b) Insecure hand or foothold.....							XXXXXXXX
8. Fire—hot substances.....							
9. Hand tools.....	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
(a) Poor judgment.....							XXXXXXXX
(b) Breakage in use.....							XXXXXXXX
(c) Defective.....							XXXXXXXX
10. Handling objects.....							
11. Machinery.....							
12. Trucks and cars.....	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	
(a) Human element.....							XXXXXXXX
(b) Mechanical.....							XXXXXXXX
(c) Road conditions.....							XXXXXXXX
13. Poison (internal or external).....							
14. Flying objects (not otherwise reported above).....							
15. ....							
TOTALS.....							
1. Burns included in above.....							XXXXXXXX
2. Forest fires included in above.....							XXXXXXXX
3. Eye injuries included in above.....							XXXXXXXX
4. Infections included in above.....							XXXXXXXX
5. Hernias included in above.....							XXXXXXXX

(14) TECHNICAL SERVICE VEHICULAR ACCIDENT SUMMARY

	Number operated (a)	Miles this month (b)	Number accidents (c)	Number lost time injuries (d)	Number deaths (e)	ESTIMATED DAMAGES	
						C. C. C. vehicles (f)	Private property (g)
Stake body.....						\$.....	\$.....
Dump body.....							
Pickup and station wagon.....							
Passenger car (Operated by camp only).....							



## INSTRUCTIONS

1. This form is to be used to report technical service accident data.
2. All items in the heading of the report are to be filled in for either an individual or a consolidated report.
3. Report only those accidents to enrollees which occur while the enrollee is under the supervision of the technical service.
4. Frequency, column 6, is computed as follows:

$$\frac{\text{Deaths plus lost-time accidents times 10,000}}{\text{Number man-days worked (column 3)}} = \text{Frequency}$$

Example: Based on a camp having one death and one lost-time accident and working 2,758 man-days.

$$\frac{(1+1) \times 10,000}{2,758} = 7.25$$

5. In column 7, accidents should be charged to the original type or source. If type or source is not listed, write it in on line 15.
6. Minor accidents, column 8, are those in which no time is lost past the shift on which the accident occurs. (This includes minor bruises, scratches, etc.)
7. Lost-time accidents, column 9, are those in which the enrollee is unable to work on the next calendar day. (If an enrollee is held in camp to be examined by a doctor to determine the seriousness of an injury, the doctor is to be the judge of whether the enrollee was able to return to work at the beginning of the next calendar day.)
8. Actual time lost, column 11, is to be determined as follows:
  - I. Do not count the day of the accident.
  - II. Count all calendar days, including Saturdays, Sundays, and holidays.
  - III. Include time lost this month resulting from accidents occurring in previous months.
  - IV. If enrollee is discharged while still unable to return to work, the doctor should estimate the number of days which would have been lost.
9. For assigned days, column 12, see Scale of Time Charges.
10. If the status changes of an accident already reported, such change is to be shown on a supplemental report attached hereto. (Show previous charges and give appropriate new charges. The changes or corrections are not to be made on this form.)
11. All items in column 14, "Technical Service Vehicular Accident Summary," must be filled in each month and consolidated. Report on passenger cars operated by camp personnel only.
12. Individual camp reports will be prepared in such number as the technical service may direct. At least one copy will be retained in the camp files for inspection.

### SCALE OF TIME CHARGES

Nature of injury	Assigned days lost
Death.....	6,000
Permanent total disability.....	6,000
Arm above elbow, dismemberment.....	4,500
Arm at, or below elbow, dismemberment.....	3,600
Hand, dismemberment.....	3,000
Thumb, any dismemberment of.....	600
Any one finger, any dismemberment of.....	300
Two fingers, any dismemberment of.....	750
Three fingers, any dismemberment of.....	1,200
Four fingers, any dismemberment of.....	1,800
Thumb and one finger, any dismemberment of.....	1,200
Thumb and two fingers, any dismemberment of.....	1,500
Thumb and three fingers, any dismemberment of.....	2,000
Thumb and four fingers, any dismemberment of.....	2,400
Leg above knee, dismemberment.....	4,500
Leg at or below knee, dismemberment.....	3,000
Foot, dismemberment.....	2,400
Great toe, or any two or more toes.....	300
One eye, loss of sight.....	1,800
Both eyes, loss of sight.....	6,000
One ear, loss of hearing.....	600
Both ears, loss of hearing.....	3,000

REMARKS: .....

.....

.....

Approved (this has been checked with Form C. C. C.-101, Army Monthly Summary Report):

Prepared by:

Camp Superintendent.

(Title)

CCC Hbk.  
WO

Sup. 115 (6/5/40)  
Sup. 104 (2/24/40)  
Sup. 103 (2/4/40)

(115) records but will not be included on the quarterly Inventory of Heavy Equipment. Not to exceed an average of one truck per camp may be retained for this purpose.

RESPONSIBILITY FOR REPAIR OF TRUCKS DAMAGED WHILE IN LOAN STATUS:

The Director has requested that where CCC trucks are lent by one co-operating agency to another, they be returned in exactly the same condition as when delivered, ordinary wear and tear excepted. Any expense necessary to repair damages while on a loaned status should be borne by the borrowing service. In the event a truck on a loaned status is damaged to the extent that it must be condemned as of no further value, no reimbursement will be expected from the borrowing agency.

The above policy applies only where both the lending and the borrowing activities are financed from CCC funds. When different appropriations are involved the policy would be contrary to the Comptroller's decision, which holds that where property loaned by one agency to another is damaged by the using agency, the cost of repairs must be borne by the agency lending the property.

(104) DEFECTIVE TIRES AND HEAVY EQUIPMENT - SERVICE BY DEALERS:

Tire failures due to defective material or workmanship should be taken up with the nearest representative or dealer for the make of tire in question, with a view to attaining satisfactory settlement. Such cases should not be referred to the Washington Office unless a serious situation involving a large number of failures develops.

In general, local dealers are not required to furnish free service or replacement of parts to correct defects developing in heavy equipment within the guarantee period. However, when defects develop within the guarantee period they should be referred to the contractor's local dealer or representative who may be able to secure authority to make the necessary adjustments. Requests for correction of defects should be referred to the Washington Office only when the local dealer is unable or unwilling to take action.

(103) PERFORMANCE RECORDS ON HEAVY EQUIPMENT: Performance records on unsatisfactory equipment purchased through the Washington Office should be submitted to the Division of Engineering of the Washington Office as follows:

1. On equipment that fails or starts to fail or on which some weakness or recurring difficulty develops which is of sufficient importance to make the equipment unsatisfactory for the work for which purchased.
2. On equipment similar to that which is found unsatisfactory in other Bureaus, if and when requests are made for such reports.

It is obvious that reports of the first failures in any make and model of equipment, if they are to be of any value, should reach the Washington Office promptly and it is desired that copies of the report as originally written be submitted since it is thought that rewriting reports in Supervisors' and Regional Offices often confuses the issue although comments with the original report are always welcome.

Performance records should contain only facts; not conclusions or personal opinions. They should be as complete and specific as possible in showing where the equipment in question has fallen short of fulfilling a reasonable standard of performance. A standard of performance is that which reasonably can be expected of the equipment as required by the service and as claimed by the bidders, or the performance of other equipment of similar type and comparable class which is or has been operated in the same or similar service.

Performance records should include all or part of the following elements when applicable:

1. Statement of service requirements.
2. Description of equipment by make, model, size, capacity, date of delivery and bid invitation or contract number under which purchased.
3. Statement of any unusual or peculiar operating conditions.
4. Type of operators and supervision.
5. Availability of service and parts.
6. Service to date in time and units of work.
7. Detailed cost of operation and repair, if available.
8. Discussion of points wherein equipment has failed to function properly with comparative figures, when available, on other equipment of similar type and comparable class which is or has been operated in the same or similar service.



### TRANSFER OF EQUIPMENT IN CAMP MOVES

TRUCKS: Unless otherwise specified in individual cases, trucks will be sent from the abandoned to the new camp, in all cases of transfer between Bureaus of the Department of Agriculture and Regions of the Forest Service. Ordinarily they will be driven rather than shipped, in charge of carefully selected competent drivers, unless the sending agency finds shipment to be decidedly preferable. The sending agency will contact the receiving agency to determine the class and number of trucks desired.

Automotive equipment must be in proper condition for service before transfer to receiving agencies. If this is not entirely possible the receiving agency should be notified of the condition of the equipment and what is needed to make it serviceable.

Trucks or other equipment will not be included in the transfer of companies between the Departments of Agriculture and Interior.

OTHER HEAVY EQUIPMENT: Equipment such as tractors, trail-builders, graders, crushers, compressors, etc., will be transferred to other Regions or agencies only on specific instructions from the Washington Office.

Each Regional Forester who is losing camps from his territory at which there is any heavy equipment will notify the Washington Office of the heavy equipment at each camp and what items he would like to retain for addition to the equipment outfit at his retained camps. This report will be made immediately after the Regional or State officer receives notice of how many "next period" camps he will have. The Washington Office will then decide what disposition is to be made of the remainder and what items desired for retention by the "present owner" can be more profitably used elsewhere.

When the camp movement is within the same jurisdiction, the Regional Forester will decide whether the heavy equipment is to be moved to the new location. If not so moved, it will be reported to Washington in accordance with instructions in the preceding paragraph. (See also, Paragraph "Transfers of Heavy Equipment").

SMALL TOOLS AND EQUIPMENT: Articles which will be useful at the new location will be transferred, in all cases of transfer between the Bureaus of the Department of Agriculture and Regions of the Forest Service. To aid officers shipping camps away from their jurisdiction, lists of tools and equipment customarily used at the different types of camps (erosion control, etc.) appear at end of this Section. The rule will be to ship all serviceable small tools and equipment of the kinds appearing on the list, and others of





similar character which it appears likely can be profitably used. If not already informed, the sending agency will ascertain the type of work involved at the new location.

Ordinarily the small tools and equipment will be transported in the trucks transferred with the camp. The Army will be asked to provide transportation with the Company, upon request of the sending agency, where such movement appears most desirable to the sending agency. Shipment will be at the expense (CCC) of the receiving agency. Receipt will be obtained in duplicate by the sending agency from the receiving agency on Property Transfer Form for all tools and equipment transferred, and one copy of the receipt will be sent to the U. S. Forest Service office which audits property records of the sending agency, which will record the transfer of non-expendable items on the list.

Each agency will use its own Government bills of lading for the shipment of freight. So far as possible, the shipment of freight accompanying each Company will be made at the same time by the Army and the Technical Service concerned. Where the freight shipment of either the Army or the Technical Service alone would be less than carload lot and a combination of both would provide for carload rate in place of less than carload rate, then the shipments should be combined to secure the cheaper rate, and made on one bill of lading, chargeable to one agency. Arrangements will be made through the offices of the Corps Area Commanders, in cooperation with the Technical Services, for the number of such shipments to be made by each agency to provide proper balance of the charges.

Small tools and equipment will not be included with transfer of companies between the Departments of Agriculture and Interior.

EXCESS AND SURPLUS PROPERTY PROCEDURE

DEFINITIONS: As used in these instructions.

(56) "Cooperating agencies" or "cooperating services", as used herein, includes all bureaus within the Departments of War, Interior, and Agriculture, cooperating in the CCC program.

Property means all personal property pertaining to a camp conducted as a part of the CCC, including, but not limited to, equipment, tools, materials, and buildings, with the exception of unserviceable property as defined below.

Unserviceable property means scrap and waste materials, or property no longer required for its original purpose and possessing no further original purpose utility.

Excess property means serviceable property excess to the requirements of a particular Corps Area, Region or Cooperating Agency, but not necessarily surplus to the requirements of the CCC as a whole.

Surplus property is serviceable property surplus to the requirements of the CCC as a whole and can be declared to be as such only by the Director.

Federal agency means any executive Department, independent establishment; board, commission, bureau, service, or division of the United States, including any corporation wholly owned by the United States.

Non-Federal agency means any forestry, park, conservation, or educational department of a State, any county or municipality, and any organization engaged in the promotion of education, recreation, and/or health.

AUTHORITY FOR DISPOSAL OF SURPLUS PROPERTY: The Act of May 29, 1935, (49 Stat. 311) authorized the disposal of Surplus Civilian Conservation Corps property as follows:

".....That the Director of Procurement, United States Treasury Department, be, and he is hereby authorized and directed to transfer to Federal agencies, either permanent or emergency, personal property which is no longer required

for use by the Emergency Conservation Work; including equipment, tools, materials, and buildings, when so declared surplus by the Director of Emergency Conservation Work: Provided, That upon the recommendation of the Department under which the technical work of the camp was organized and supervised any such surplus property that is not desired by any Federal agency may be transferred without cost, except for expenses incident to transfer, to the forestry, park, conservation, or educational departments of the States, or to counties or municipalities, or to organizations engaged in the promotion of education, recreation, and/or health. SEC. 2. Surplus property of the Emergency Conservation Work not required to serve any of the above purposes will be disposed of by the Director of Procurement through sale or in any manner he may direct."

By the Act of June 28, 1937, "To establish a Civilian Conservation Corps, and for other purposes", (Public 163, 75th Congress), it was further provided:

"SEC. 15. That personal property as defined in the Act of May 29, 1935, (49 Stat. 311) belonging to the Corps and declared surplus by the Director, shall be disposed of by the Procurement Division, Treasury Department, in accordance with the provisions of said Act: PROVIDED, That unserviceable property in the custody of any department shall be disposed of under the regulations of that Department."

AGENCIES ELIGIBLE TO RECEIVE SURPLUS PROPERTY: It will be noted, under the provisions of these Acts, two groups of agencies are eligible to receive surplus CCC property:

- a. Federal agencies, either permanent or emergency; and
- b. The Forestry, Park, Conservation, or Educational Departments of the States; or Counties or Municipalities or organizations engaged in the promotion of education, recreation, and/or health, upon the recommendation of the Department under which the technical work was

organized and supervised. Such property, when it is not desired by a Federal Agency may be transferred by the Director of Procurement, Treasury Department, to one of these non-Federal agencies without cost, except for expense incident to transfer.

Requests by Federal agencies for surplus CCC property, regardless of proposed disposition, shall be given preference over requests by non-Federal agencies, and, as between two or more Federal agencies:

- a. The Federal agency cooperating in the Civilian Conservation Corps program which has custody of the property at the time it is declared surplus.
- b. Any other Federal agency cooperating in CCC work.
- c. Any non-participating Federal agency as determined by Procurement Division.

Although the initiating Department may recommend surplus property for transfer to any eligible non-Federal agency, the CCC co-operating Departments have agreed:

- a. That all applications for the transfer of camp buildings be examined to determine which applicant will make the most constructive use of the property within the letter and spirit of the law, and such agency agrees to devote the property to the purpose or purposes defined therein.
- b. That occupancy by the acquiring agency will not interfere with the proper administration of the area, as developed by the technical service while the camp was occupied.
- c. That, before recommending transfer of title to a camp, in whole or in part, to a non-Federal agency, the ownership status of the site be considered in every instance, and applicants shall be required to show in writing some arrangement legally binding upon the owner of the site whereby the use of the buildings will be permitted in place, upon terms satisfactory to the representative of the technical service having custody.



This agreement, in the case of buildings on public land, will take the form of a permit or lease issued by the agency administering the land. In the case of camps on private land, an option or lease for the use of the site for a reasonable term of years must be obtained.

- d. That requests of eligible non-Federal agencies, cooperating in the CCC program, be given priority where feasible, above non-cooperation agencies.

The limiting factors for determining disposition to non-Federal agencies are contained in the basic legislation and any arrangement of priorities is unnecessary. Therefore, upon certification that the disposition of abandoned buildings is not possible to either a Federal or non-Federal agency, recommendations may be made through the Director of CCC that the Procurement Division dispose of the property through sale or otherwise. Sales recommendations by cooperating agencies will be approved by the Director of CCC only when such recommendations indicate definitely that every possible effort has been made to dispose of the property.

UNSERVICEABLE PROPERTY: The Act of June 28, 1937, (Public 163, 75th Congress) establishing a Civilian Conservation Corps and transferring all Emergency Conservation Work property to the Corps provides that "unserviceable property in the custody of any department shall be disposed of under the regulations of that department." Such unserviceable property need not be reported to the Procurement Division except under the following circumstances:

- a. Upon request of the Procurement Division, condemned property, such as cotton or wool scrap desired by another Government Department, shall be reported, since the Procurement Division is the sole agency authorized, under the provisions of the Act of May 29, 1935, to effect inter-departmental transfers of surplus CCC property.



- (8) b. Unserviceable automotive vehicles and construction equipment, both heavy and light, including road graders, trailers and motor-drawn vehicles will be declared surplus through the Director of the CCC to the Procurement Division. The Procurement Division further reserves authority to amend this requirement to include such other items as possessing "further original purpose utility" as may be determined.
- (102)(25)(8) c. When items in (b) are reported, the property should be retained in the same condition as reported until disposal authorization is received. Any alterations or changes from original listing will be reported at once to the Procurement Division direct so that notification may be furnished Federal Agencies interested in the transfer of the property.
- (102) d. The dismantlement of automotive vehicles and construction equipment included under (b) through the removal of parts for salvage purposes is prohibited even prior to the time such equipment is surveyed and declared surplus or unserviceable except;
- (1) That parts may be removed when they are immediately needed for the repair of equipment in current operation;
  - (2) With the specific approval of the Director. Such approval should be requested through regular channels, when it appears that the dismantlement of the equipment through removal of parts for stock for future use or for other disposal is believed to be to the best interest of the Corps. Usually such approval will be given only after the equipment has been inspected by one of the Director's inspectors.

(86) Under authority as provided in Section 11 of the CCC Act, the Director on August 25, 1939 approved the exchange of unserviceable CCC property for new parts in accordance with that part of the Appropriation Act for the Department of Agriculture which provides as follows:

"Provided further, That the Secretary of Agriculture may exchange motor propelled and horse-drawn vehicles, tractors, road equipment,

and boats, and parts, accessories, tires, or equipment thereof, in whole or in part payment for vehicles, tractors, road equipment, or boats, or parts, accessories, tires, or equipment of such vehicles, tractors, road equipment, or boats purchased by him."

The above authorization is conditional upon securing prior approval of the Director for such disposal of unserviceable property thus offered in exchange.

All reports covering surplus unserviceable property for disposal by the Procurement Division under (b) above and reports covering unserviceable property for exchange as authorized by the Appropriation Act of the Department of Agriculture shall be submitted in quadruplicate and shall provide the following information:

(See page 519)



- (8) 1. That only CCC property, unfit for further use in its original form, is listed.
2. Statement that report is in accordance with the provisions of Supplement No. 5 of the Procurement Division Bulletin No. 7.
3. A specific recommendation as to the disposition of the property.
4. The book value of property at the time it is declared surplus.
5. Detailed statement concerning its condition.
6. Location of property.
7. For motor vehicles and construction equipment, specific information is required.
- a. Description, as to size, etc. 1/
  - b. Name of manufacturer.
  - c. Year of manufacture. (model)
  - d. Motor number. 2/
  - e. Serial number. 1/
  - f. Capacity. 2/
  - g. Type of body. 2/
  - h. Nature and extent of repairs necessary to put vehicles in operating condition.
  - i. Speedometer reading. 2/
  - j. Present book value.
- (34) k. Number of wheels. (Include spares) 2/
- l. Condition of tires, if rubber.
- (34) m. Maintenance, upkeep and repair cost during current fiscal year. 3/
- (34) n. Notation that vehicle is not of a class concerning which such expenditures are prohibited by Sec. 3(b) of Public 453, 75th Congress. 3/
- 1/ For construction equipment only.
- 2/ For motor vehicles only.
- (34) 3/ For motor-propelled passenger-carrying vehicles only.
- (8) 8. In reporting chemicals such as carbide, or in the case of dynamite, date of purchase and whether property reported is in original containers, should be clearly indicated.
- (8) The Procurement Division will give instructions concerning the disposition of such property directly to the cooperating service without passing through the Director, CCC. If further correspondence is necessary in the case of such unserviceable surplus property cleared through the office of the Director, CCC, it will be handled directly with the Procurement Division in order to avoid delays and expedite disposition authorized by Procurement.

(8) Any other unserviceable surplus property excepting that shown under (a) and (b) above, if or when reported for disposition by the Procurement Division, will be reported directly to that office without passing through the Director of the CCC. Such submissions, in the usual form required by his own departmental procedure, will be signed by the Advisory Council representative, followed by the words "by direction of the Director of the CCC."

(8) EXCESS CCC PROPERTY: Excess equipment and supplies may be transferred to other cooperating agencies for CCC use without exchange of funds, and without the approval of the Director, since title to the property remains with the CCC. Such excess should be made available for transfer to other cooperating agencies instead of being kept stored for possible future use, requiring other departments to make unwarranted purchases of similar materials.

(8) The exchange between cooperating agencies of excess property lists will be continued. Often, however, in meeting field emergencies, more satisfactory results are achieved through the present informal contacts between the various agencies, and such contacts may also be continued. A particular service may not feel that it has a sufficient supply of certain equipment to meet its own CCC needs and would hesitate, therefore, to include such property on an excess list. If contacted, however, by another agency, which is in the position of having to buy similar property to meet an emergency, the transfer might be thus effected. The Washington offices of the cooperating agencies will continue to keep in close touch with each other to effect the maximum of transfers necessary to keep equipment in operation.

(8) Under the foregoing procedure, requests for excess CCC property should be cleared through the Washington Office, whether originating from excess property lists or informal contacts, since only the Washington Office is in a position to know if the property is excess to the CCC needs of the Forest Service.

(146)(15)(8) Lists of excess property submitted to the Washington Office should contain information as to whether in good, fair or poor condition. Reports covering motor vehicles should provide the same information required in reporting unserviceable motor vehicles and in addition, an estimate of the probable cost of repair. Such information for motor vehicles need not be submitted with the semi-annual report on heavy equipment described below.



(146) A report on excess property should be made semi-annually and should be submitted so as to reach the Washington Office by the 10th of January and July. This report is in two parts, described below:

1. Report on heavy equipment using forms furnished by the Washington Office.
2. Report covering excess stocks of other serviceable equipment, tools, and property (other than camp structures) provided such excess stocks are on hand. Such lists should show whether the property is in good, fair or poor condition.

(146) When there is a reduction in the number of camps (unless the small tools and equipment go with the company out of a given Region's jurisdiction) such stocks should be transferred to central warehouses and if not desired for use elsewhere in the Region, in camps under Regional jurisdiction, they should be included in the semi-annual report so that they may be made available for CCC work in other Regions, or in camps of other cooperating agencies. It will be expected that Regional Foresters give careful consideration to their future replacement and additional needs before reporting any such stocks as excess, in order to reduce future purchases or the transfer of such stocks into the Region concerned.



When the semi-annual reports are received in the Washington Office any excess property reported will be used so far as necessary, and so far as seems economical or otherwise desirable, in meeting the needs of the other Regions of the Forest Service and the other cooperating Bureaus of the Department. (In many instances it will be more practicable to transfer excess property from War Department or other sources nearer the Region concerned). After the other Regions and Bureaus of the Department have been given an opportunity to obtain such of the property as they need, lists of the remaining excess will be circularized with the other CCC cooperating Departments not later than the 30th day of the succeeding month. A copy of each list so forwarded will be sent to the Director, CCC, with notation as to what services were furnished the excess property list.

After such Departments have been given an opportunity to obtain excess property, Regional Foresters will be notified of the items remaining so that they may be reported as surplus with recommendations for disposition, as provided in the Director's circular letter of September 1, 1938.

After the above procedure has been followed, surplus property and equipment must be reported to the Director's office, in quadruplicate, for recommendation to the Procurement Division for final disposition.

(8) SURPLUS CCC PROPERTY: There remains for consideration the disposition of serviceable surplus CCC property other than camp buildings and their built-in fixtures. Property other than camp buildings and their fixtures, loses its particular camp identity when removed to a central Corps Area or Regional warehouse and assumes the character of any other CCC property in storage. It should be understood that before property can be transferred out of CCC custody, it must be determined, by following the procedure outlined for circularizing excess property, that no other CCC agency has a CCC need for the property. The cooperation of all agencies is requested to retain, in CCC custody, all serviceable surplus property available storage will permit, to meet future needs. Requests of other cooperating agencies for current CCC needs should not be disregarded.

In the future when surplus serviceable property is reported by the Director, Civilian Conservation Corps, for disposition by the

Procurement Division, it is expected that such property will be desired in a large part by Federal agencies and little, if any, will be available for disposition to non-Federal agencies. Where any such property remains, after the Director of Procurement has circularized all Federal agencies, the initiating department may recommend to the Director of Procurement an eligible non-Federal application for consideration.

(155)(145)(137) TRANSFER OF PROPERTY TO MOTOR REPAIR DIVISIONS:

Transfers of excess repair parts, shop tools and equipment, automotive equipment and accessories useful in motor repair activities may be made to Motor Repair Division representatives upon request or approval of Division Superintendents. All unserviceable automotive equipment and excess parts or units should be offered to the appropriate Division Superintendent prior to reference to the Washington Office for surplus clearance.

(8) REMOVAL OF IDENTIFICATION MARKS WHEN CCC PROPERTY TRANSFERRED TO OTHER THAN COOPERATING AGENCIES: A number of instances have come to the Director's attention where camp buildings, trucks, and other surplus CCC property have been transferred to other agencies than those cooperating in CCC work without removing the signs, tags, markings, etc., identifying it as CCC property, and embarrassing complaints have been received as to alleged misuse of CCC property.

To avoid instances of this kind all markings identifying the property with the CCC shall be removed or completely obliterated before the transfer is made.

These instructions apply to trucks and other property condemned and sold, as well as to property transferred to non-cooperating agencies by other procedure.

(8) Custody and Disposal of Camp Buildings

RIGID-TYPE CAMP BUILDING: When the War Department removes a work company from a rigid-type camp, the technical service having supervision of the work project shall assume custody of all camp buildings, their fixtures and operating accessories. Caretakers will be provided by the technical service and furnished with necessary equipment to safeguard and maintain the property.

The technical service concerned also shall take over the rental agreement, in the case of rigid camps, together with service contracts for electricity, water, and other utilities, and payment for such services shall thereafter be defrayed from Civilian Conservation Corps funds of the technical agency having custody, as long as the camp remains vacant. When a rigid-type camp is reoccupied by the CCC, the Army will assume responsibility and accountability for the buildings,



service contracts, utilities and all property at the camp, but the technical service will retain responsibility for all land leases in connection with the camp, will meet obligations thereunder, and eventually close out such leases without re-transfer to the War Department. If a cooperating agency, other than the one holding the lease, salvages a camp such agency will be responsible for restoration of the camp site. In a transfer of custodianship of an abandoned rigid-type camp between two technical services, the lease will follow the camp, and the acquiring CCC agency will be responsible for eventually closing out the lease.

Since camps when vacated are relatively worthless if stripped of their fixtures, it will be the policy to leave in camp buildings property of a permanent nature or fixed location considered an integral part of the building in which installed, or of the camp as a whole. Such property will not be listed on Form F when steps are taken to declare the camp surplus but shall be included in the receipt, upon transfer of the buildings to other agencies. These fixtures, or items of a built-in nature, are those carried on the historical record but not on the accountability property records.

In order to avoid the expense of reinstallation if a vacated camp is reoccupied, the War Department will include on the inventory at the time the buildings are turned over to the Technical Service taking custody, operating accessories carried on the accountability record. All such equipment which is not of a built-in nature is to be removed by the Army for CCC use elsewhere, before title to camp buildings is transferred from CCC status. In the case of rigid camps, the Liaison Officer will notify the Corps Area Commander when Corps Area clearance is issued. The Army will accept this notification as authority to remove immediately operating accessories from the camp cleared. Camp accessories will not be removed from portable structures until salvage operations are undertaken.

Following is listed the more common items of equipment coming under the respective categories:

A. Fixtures (built-in)

*and large outdoor*  
\*Gravity tanks & towers  
(optional)  
Pressure tanks  
Septic tanks

B. Operating Accessories

Gasoline engines  
Generators  
Chlorinating equip.  
Portable iceboxes



A. Fixtures (continued)

Chemical toilets  
Screen doors  
Window screens  
Built-in kitchen counters  
Built-in iceboxes  
\* Shelving  
Piping; tanks & heaters  
in bathhouse  
\* Deep well pump cylinders,  
heads, drop pipes and  
sucker rods  
Plumbing fixtures, including  
faucets, shower heads,  
wash troughs & urinals in  
bathhouse  
Electric wiring, including  
sockets & switches, and  
vapor-proof fixtures in  
bathhouse  
Water systems  
Sewage disposal systems  
Flush latrine installations  
Grease traps  
Wainscots  
Built-in-lockers  
Built-in counters

B. Operating Accessories

\*Portable counters  
(optional)  
\*Kitchen tables (optional)  
\*Mess tables "  
Electric bulbs, shades  
and globes  
~~Large outdoor supply tanks~~  
Army ranges, with connected  
hot water tanks  
Gasoline filling station  
pumps and tanks  
Small hot water heaters  
with connected tanks  
Pipe rails in barracks  
used for hanging  
clothing  
Electric motors  
Stoves and hearths  
Fire extinguishers  
Fire barrels  
Fire buckets  
Shallow wall pumps  
Coal-fired incinerator  
units  
\*Pumps and pump motors

\*Optional items to be classified by War Department and may vary  
in the different Corps Areas.

Where operating accessories of an abandoned camp have passed to  
the custody of a technical service, if the Army requires any items for  
immediate use in active camps, the Corps Area Commander will request  
the technical service, through the Liaison Officer, to re-transfer to  
the Army any accessories urgently required. All such requests will be  
recognized by the Technical Service.

Since built-in camp fixtures are dropped from accountability  
and become integral parts of the building in which installed, when  
title to any building is transferred out of CCC, fixtures will not be re-  
moved by the Army but will be transferred with the building. In case  
of salvage, the salvaging agency acquires built-in fixtures installed  
in each structure. In the case of built-in camp fixtures, an exception

covering any built-in fixtures desired will be entered at the time Corps Area clearance is issued, if a Corps Area shortage of any items exists. In making such requests, the Army will endeavor to limit requests to camps being salvaged rather than remove fixtures from camps being retained in place.

PORTABLE TYPE CAMP BUILDINGS: The procedure followed in disposal of portable camps varies from that of rigid or fixed-type camps, since portable structures are retained in CCC custody. Corps Area CCC clearance for portable camps determines only whether the camp is desired in place for reoccupancy by any of the technical services in the Corps Area.

When it is planned to recommend the termination of an occupied camp where the majority of the buildings are of portable-type construction, the following procedure will govern, if the camp will not be reoccupied later, in place, by the Forest Service.

- a. Form F will be initiated as far as possible in advance of the date the camp is scheduled for abandonment listing all buildings in the camp including any CCC technical service buildings even though they may be of fixed-type construction and constructed from CCC funds of the technical service. (These fixed buildings may not appear on the Army's historical record inventory if constructed by the Technical Agency).
- b. A recommendation will be made that all buildings, both portable and fixed-type, be transferred to the Army for CCC use; except that, if the initiating agency desires to salvage any rigid structures, such buildings will be indicated and recommendation made that the remaining buildings, both portable and fixed, be transferred to the Army.
- c. The Liaison Officer, upon receipt of the Form F, will immediately circularize other CCC technical services to determine if the camp is desired in place for reoccupation. Should another technical agency desire to retain the camp for future reoccupancy within one year, the Liaison Officer will arrange with the Army to transfer custody of the camp, upon abandonment, to the service

requesting it. The same procedure will be followed as for camps of rigid construction, except that leases, in the case of portable camps, will be retained by the Army since custody of these structures will revert to that agency at a future date. If the camp is not desired in place by any service, Corps Area clearance will be issued by the Liaison Officer to the Army.

- d. When the Liaison Officer issues clearance for a portable camp showing that the camp is no longer needed in place, the Army, upon evacuation of the camp, will retain custody of the buildings, continue payments in connection with the utility contracts and lease for the site, and will be responsible for the camp's final disposition. The custodian appointed by the Army will be responsible for protecting all buildings in the camp including any rigid buildings that may be requested for salvage by the technical agency. Although the Army will accept the Liaison Officer's clearance as authority to retain custody of closed portable camps, the technical agency, upon receipt of the Form F cleared by the Liaison Officer, will transmit the form through proper channels so that the Director's approval will be secured for CCC disposition recommended. It is imperative that this procedure be followed and that distribution of the Director's approval be made in the same manner as when all of the buildings are of fixed-type construction.
- e. In determining the use of evacuated portable camps, consideration should be given by the Army to the possibility of future use in areas near the original site, since it may be advisable to leave the camp intact and in place, thereby saving wear and tear on the buildings caused by moving in and out of storage, as well as the saving in transportation expenses involved. This is particularly true where buildings are located on Federal land or on property of a cooperating State, county, or metropolitan agency.

Where a portable camp scheduled for evacuation is desired in place by the agency terminating the camp, the Liaison Officer should be notified to this effect at least two weeks in advance of the closing

date. Under this arrangement, custody of the camp buildings will be turned over to the technical service in the same manner as if the camp were of rigid-type construction, with the exception of the lease which, for portable camps, is retained by the Army. Should it develop later that the technical agency cannot reoccupy the camp, Form F will be initiated, transferring custody to the Army.

Operating accessories should not be removed from vacant portable camps in the custody of the technical agencies prior to the actual undertaking of salvage operations, as a need for reoccupancy in place may develop. The only exception to this policy should be a reported shortage or urgent need for the accessories at a new or an active camp.

In general, a portable-type camp is of greater value if dismantled as a whole and stored, or all the buildings retained in place, rather than breaking up the camp to augment occupied standard camps by additional storage buildings, work shops, barber shops, etc. Therefore, any deviation from this policy, other than to meet an emergency, will not be approved.

PERMITS FOR TEMPORARY OCCUPANCY: When no immediate use is contemplated for unoccupied rigid or portable-type camps, the Regional Forester may grant permits for temporary occupancy to Federal agencies without limitation as to the character of use; or to non-Federal agencies eligible to accept title under the provisions of the Act of May 29, 1935, for use as defined and limited therein, or for emergency use where necessary to protect life, health or property.

(22) As between two or more applicants, preference should be given the most responsible agency and the one most likely to acquire title to the camp in the event it is declared surplus to CCC. Corps Area clearance should be secured before granting permits to determine that the camp is not urgently needed in place for CCC use during the same period. All permits must be revocable upon thirty days' notice in writing from the grantor or successor and contain a stipulation that any maintenance repairs necessary during the period of occupancy will be at the expense of the permittee. Since the Director does not favor, as a general practice, the issuance of permits for camps closed temporarily to be reoccupied later and since prompt action should be taken to clear camps for surplus or salvage declaration where they are not to be reoccupied, the granting of permits of temporary occupancy should be limited to very unusual cases.



As a primary condition for issue of all temporary permits, prior and formal consent in writing must be secured from the owner of the land or the public administering agency.

In granting such permits to non-Federal agencies, an indemnity bond will be required in the amount of \$3,000.00 to protect the Government against loss or damage to the land, buildings, equipment and fixtures beyond reasonable wear and tear. The Regional Forester will make provision for adequate inspection to make certain that the terms of the permit are fulfilled.

The foregoing conditions having been complied with, the Regional Forester may issue the permit, taking a receipt for the property which shall list in detail all buildings, fixtures and equipment, and embody a definite statement that the permittee agrees to return the land, buildings, fixtures and equipment in the same condition as received, usual wear and tear excepted. A copy of all temporary occupancy permits shall be forwarded to the Washington Office.

COMMITMENTS REGARDING CAMP DISPOSAL: It is essential that no commitments or promises be made to any agency when applications for camp buildings are under consideration. The Director of Procurement, only, is authorized to make final disposition of such property. A general statement that, under the provisions of the law, consideration must first be given to the needs of Federal agencies and then to non-Federal applicants is all that is required.

RELEASE OF CUSTODIANS FOLLOWING TRANSFERS OF CAMP OWNERSHIP: When a camp is formally transferred in ownership to the Forest Service or other Federal agency by authority of the Director of Procurement, and such camp is in charge of custodians paid from CCC funds, 30 days' notice of discharge will be given and within this period arrangements must be made to continue custodianship as desired, or other arrangements made for care and maintenance at the expense of the Federal agency receiving the property. When the receiving agency is other than the Forest Service, the Forest Service will serve due notice (30 days) of its release from responsibility as custodian.

TITLE TO VACATED CAMP BUILDINGS: Title to CCC camp buildings remains with the CCC until actually transferred by the custodial agency to non-cooperating agencies following clearance through the Procurement Division. (Transfer to any agency, including the custodial agency, for purposes other than CCC, constitutes transfer to a non-cooperating agency).



Classes of Camps and Cases Requiring  
Submission of CCC Form F For Disposition

(82) CCC Form F will be used and should be submitted to the Washington Office in recommending or reporting the following classes of changes in status of CCC camp buildings:

- (1) Camps where the program of work has been completed, regardless of contemplated disposition.
- (2) Camps where the program of work has not been completed but where it is planned to complete the remaining work by other than CCC labor. (Also, based on the report of March 1, 1937, covering unoccupied camps, the Director on May 12, 1937, effective as of that date, requested that, without his approval for exceptions in individual cases, camps in certain categories, listed under (3) to (6) below, be eliminated. Form F would be required in such cases).
- (3) Camps that would cost more than \$4,000 to recondition unless it was planned to reoccupy them within one year. (If the cost would be more than \$4,000, the Director would require statement justifying reoccupancy).
- (4) Camps that it would not be feasible to reoccupy within three years.
- (5) Camps that are being held for side camp use only.
- (6) Camps that are being used by, or being held for, any agency other than CCC, and that fall within any of the above classifications.

CCC Form F Procedure and Preparation

All steps in Form F approvals are outlined below. As many of these steps as are applicable will be observed. The various steps are:

- (1) Regional Forester should prepare three copies of CCC Form F and of such additional memoranda or material as may be necessary.
- (2) Regional Forester should submit two copies of the above to the Liaison Officer for clearance.
- (3) Liaison Officer will ascertain whether the camp is desired by any other cooperating agency in the Corps Area. If there are no objections or conflicting requests he will note on the forms the date of clearance, sign with his name, rather than with initials only, and return them together with appropriate letter or memorandum to the Regional Forester (or to the representative of any other Technical Service who may have submitted such to him). If there are objections to the proposed disposition he will return the CCC Forms F together with appropriate information to the Regional Forester for further consideration.

Assuming the CCC Form F has been cleared by the Liaison Officer, then:

- (4) CCC Form F is approved by the Regional Forester.
- (5) Two copies of CCC Form F and any necessary additional memoranda are submitted to the Washington Office by the Regional Forester.
- (6) If proposed disposition is approved by the Washington Office, a letter to the Director, CCC, is prepared outlining recommended disposal. (If final decision rests with the

Director, CCC, the original and one carbon copy are submitted and he returns one copy to the Washington Office. If final decision rests with the Director of the Procurement Division, the original and four carbon copies of the necessary papers are submitted).

- (7) Director approves case, signing in space provided and returns one copy to the Washington Office. If case requires approval by Procurement Division the Director, CCC, submits original and three carbon copies to that Division.
- (8) After approval by the Director, CCC, or by the Procurement Division, copies are routed back through channels to the Regional Forester, Liaison Officer and Army.

If a lease is involved, information must be given regarding the expiration date of the current lease for the site as well as yearly or monthly rental (state which). In order to protect CCC interests, Form F must be submitted in ample time to permit action before the land lease expires. Regional Foresters will be responsible for maintaining the current lease, by renewal if necessary, until final disposition of the buildings or camps.

In the preparation of Form F, all CCC buildings in the camp should be listed whether constructed from Army or Technical Service funds. The buildings should be separated into groups of portable and rigid-type structures with the dimensions of each building given, as well as the total original cost, (not salvage value) of each group, exclusive of CCC labor.

Where it is necessary to make two or more recommendations for the disposition of buildings in one camp, all buildings may be listed on one set of Form F and the Regional office will show the desired disposition to be made for each group recommendation with its valuation.

When Form F indicates a request for transfer of separate buildings or entire camp to any non-cooperating agency or organization, a copy of such request should be attached to each Form F (or letter) in connection with each step in the clearance and approval procedure. The Procurement Division will not transfer property in such cases merely upon the statements which

have been made on Form F.

The Procurement Division has asked that three photostatic copies of all applications be forwarded with recommendations for transfer to other than a Federal Agency. These applications will accompany the Forms F sent the Washington Office. Such letters of application must clearly indicate that the utilization of the acquired structures will be in accordance with the provisions of the Act of May 29, 1935 authorizing such transfer to non-Federal agencies.

When submitting Form F to the Corps Area Liaison Officer for clearance, proposed disposition of camp buildings in space (line 7) on the Form should be indicated. Any pertinent information involving a recommendation other than routine may be incorporated in a cover letter to the Liaison Officer. The Liaison Officer will extract from the Form F all information necessary to prepare a circular letter to the Field Offices (or designated local representatives) of the Services operating camps in the Corps Area.

The special cooperation of all CCC agencies is requested in making CCC requests for property at the time the Liaison Officer circularizes the property in the Corps Area. The practice of delaying such requests for camp buildings, for CCC use, until the Treasury Department State Procurement Office circularizes other Federal agencies will be discontinued.

Copies of Corps Area Liaison Officer's circular letter will be transmitted to the Chief Liaison Officer, who, in turn, will furnish the departmental Advisory Council representatives with sufficient copies to permit distribution to all Washington offices of the Technical Services. No reply or acknowledgment is necessary by the Washington Offices unless it is desired to make a request for the camp, since it will be assumed, in the absence of such request, that the property is not desired. Should one of the cooperating CCC agencies in Washington have use, unknown to the Field, for any of the buildings being circularized, instructions should be issued to the proper Field Office to take necessary action.

On a basis of replies received, based upon CCC and Federal needs, the Liaison Officer will either clear the disposition recommended by the Field Officer of the initiating agency or indicate on Form F, in the space reserved for clearance, any exceptions to the initiating agency's recommendation that must be made, resulting from request of higher priority.



After the forms have been cleared by the Liaison Officer, they will be returned to the initiating service for transmittal through administrative channels to Washington.

When Form F reaches the Washington Office the information contained thereon with all supporting data, will be carefully reviewed and necessary letter or letters written to effect proposed disposal.

- a. Letters to the Director, CCC, reporting surplus property will be forwarded in quadruplicate, including any supporting papers, as the Procurement Division requires three copies of each with the surplus declaration prepared in the Director's Office.

COMPLETION REPORT - FORM G: After recommendation is entered on Form F, for the disposition of camp buildings, considerable time elapses before the approved disposition is actually effected. This is particularly true in the case of portable-type structures, since the Army may find it advantageous to retain such buildings in place, after evacuation of a camp, to save unnecessary transportation costs, in the event the buildings are later required for re-erection at a nearby site. In many instances records in the Director's office, the Corps Area Liaison Office and in the office of the initiating technical agency, are never completed, since there is no indication that the recommended and approved disposition of the buildings was ever consummated. For this reason, reports on Form G will be submitted in all instances when the recommended disposition of buildings has been effected.

Form G will be prepared immediately after final disposition of camp buildings actually has been made. When a transfer has been effected or approved salvage of all of the rigid buildings has been completed, Form G will be prepared, in sextuplet, by the Regional office of the same agency that initiated Form F. Copies will be distributed as follows:

- 3 copies - Washington Office (one copy for Director)
- 1 copy - Regional Office
- 2 copies - Corps Area Liaison Officer (one copy for Corps Area Commander)



Form G will also be used for reporting camp buildings destroyed by fire, flood, wind, etc., and copies will be distributed as indicated above. An added sheet may be used in making a detailed report of the extent as well as the cause of the damage.

When approved disposition of a rigid-type camp is CCC salvage by a cooperating technical service, other than the one initiating Form F, the salvaging agency should report by letter to the Regional Forester, the date salvage of the rigid buildings was completed. This also will be the procedure where technical agencies (not Army) salvage rigid buildings of a camp where **portable structures** make up the majority of the buildings. Upon receipt of necessary completion data for all the buildings, the Regional Forester will prepare and distribute Form G, as indicated above, and the camp file will be considered closed.

Where the Army salvages a portable camp, in whole or in part, it will furnish the Corps Area Liaison Officer with four copies of Form G to cover the operation. In the case of portable camps, a number of Form G reports may be necessary over a period of time before all the portable buildings are removed from a particular camp site. However, four copies of Form G will be furnished the Liaison Officer as each portable salvage operation is completed unless the Army salvages all of the portables in the one salvage operation; in which case, Form G will be submitted when the last portable building is removed.

Upon receipt of Form G from the Army the Liaison Officer will retain a copy for his files and transmit the other three to the Regional Forester who will in turn retain a copy and immediately forward two copies to the Washington Office, one of which will be furnished the Office of the Director.

Where the Army participates in the salvage of a rigid-type camp, rather than to notify the Regional Forester by letter, two information copies of Form G will be furnished the Liaison Officer who will retain one copy and transmit the other copy to the Regional Forester. If the Army salvages any rigid buildings in a portable camp, completion data on such buildings will be included as a part of the Form G report covering portable structures.

The back of Form G, designated as G-1, will be used to report completed transfers and/or sales monthly, as required by the Procurement Division letter of July 6, 1938 with reference to Section 6 of Supplement No. 5, dated July 9, 1937, to Bulletin No. 7. Where Form G-1 only is submitted no copies need be forwarded to the Corps Area Liaison Officer.

MISCELLANEOUS

(135) LICENSE PLATES, INSIGNIA AND MARKING EQUIPMENT: By letter of September 16, 1937 a definite policy as to the identification and marking of all CCC equipment (other than small tools and equipment) used in connection with work conducted in the field, and purchased from ECW and CCC funds was established by the Director as follows:

- (135) 1. That all Department and Bureau license plates be removed from equipment.
- (135) 2. That all self-propelled motor equipment and trailers be provided with CCC license plates.
- (135) 3. That all equipment not provided with CCC license plates be identified by lettering "CCC" or "Civilian Conservation Corps" and be assigned a number to be applied with stencils using paint or enamel.
- (135) 4. That the allotment of numbers to be used in numbering CCC equipment (and allotment of license plates) will be as follows:

Office of the Director	1 to	50
War Department	51 to	29,999
Department of Agriculture	( 30,000 to	69,000
	( 130,000 to	169,999
Department of the Interior	70,000 to	99,999

(135) The allocation of numbers to the Bureaus of the Department of Agriculture has been made as follows:

Bureau of Animal Industry	31,800 to 31,999
Forest Service	( 30,000 to 31,799
	( 33,000 to 55,999
	(130,000 to 132,949
Soil Conservation Service	( 32,000 to 33,499
	( 56,000 to 69,999
	(133,000 to 134,499

(135) The allocation of numbers to the Regions of the Forest Service is as follows:

Region 1	33,500	to	34,599	53,358	to	53,449		
" 2	34,600	to	35,499	53,500	to	53,649	130,000	to 130,149
" 3	35,500	to	36,099	53,650	to	53,749		
" 4	36,100	to	37,299	53,750	to	53,899		
" 5	37,300	to	38,799	53,900	to	54,099	130,150	to 130,399
" 6	38,800	to	40,099	54,100	to	54,299	130,400	to 130,599
" 7	48,700	to	53,357	54,300	to	54,799	130,600	to 131,099
" 8	44,500	to	48,599	54,800	to	55,399	131,100	to 132,099
" 9	40,100	to	44,499	55,400	to	55,799	132,100	to 132,799
" 10	48,600	to	48,699	55,800	to	55,824	132,800	to 132,829
NEFE				55,825	to	55,999	132,830	to 132,949

(135) (Some exceptions within the above blocks of numbers exist due to the transfer of equipment and license plates between Bureaus and Regions).

(135) A record should be kept in the Regions of the license plates and serial numbers in use, tying them in with class of equipment, motor numbers, or other means of identification. No record is kept in the Washington Office and no report or assignment of numbers or loss or condemnation of CCC license plates need be submitted to the Washington Office except as may be required for the Form CCC9 record. So far as practicable a piece of equipment should carry the same license plate or serial number throughout its life in the Department. If, however, it is necessary to replace license plates because of loss or damage, replacement may be made from stock.

(135) If a piece of equipment is transferred to another Region or to another Bureau of the Department of Agriculture, the plates should go with it. If it is transferred to another Department the plates should be removed and the receiving Department will provide its own plates. When a piece of equipment is disposed of, after having been condemned, the plates will be removed and, if in good condition, will be retained for future use.

(135) Passenger-carrying vehicles, ambulances and trucks shall be provided with identifying insignia on both front door panels as follows:

CIVILIAN CONSERVATION CORPS

REPORT ON DISPOSITION OF C. C. C. CAMP STRUCTURES

1. \_\_\_\_\_  
(Army or Technical Service custodial agency) (Date prepared)

2. Camp designation \_\_\_\_\_  
(State symbol number) (County location camp buildings)

3. Post-office address \_\_\_\_\_

4. The buildings in this camp are of \_\_\_\_\_ C. C. C. period type of construction.  
(1, 2, 3, etc.)

5. Camp site: (a) Public land \_\_\_\_\_  
(Indicate name of Federal, State, county, or municipal agency)

(b) Private land \_\_\_\_\_  
(Name and address of owner or owners)

6. Lease expires \_\_\_\_\_ Renewal option \_\_\_\_\_ Rental per year, \$ \_\_\_\_\_  
(Date) (Yes or no)

Camp buildings erected this site \_\_\_\_\_ Camp last vacated \_\_\_\_\_  
(Date) (Date)

7. Recommended disposition as follows (initiating agency will fill in recommended dispositions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature) \_\_\_\_\_  
(Regional official) (Title of regional official) (Date)

8. Liaison officer's clearance as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature) \_\_\_\_\_  
Liaison Officer, C. C. C.

Corps area \_\_\_\_\_ Date \_\_\_\_\_

(OVER)



(Number)

TOTAL VALUE OF EXCESS PROPERTY (see note 3), \$\_\_\_\_\_ Breakdown of total evaluation by group recommendations as follows (see note 4): Group (A), \$\_\_\_\_\_; Group (B), \$\_\_\_\_\_; Group (C), \$\_\_\_\_\_; Group (D), \$\_\_\_\_\_

(To be used by Washington Headquarters of Technical Service, if required)

U. S. GOVERNMENT PRINTING OFFICE 8-12431





Month Ending -----

[illegible]

(Department or establishment)

U. S. GOVERNMENT PRINTING OFFICE 8-12413

By

Title

(135) The lettering on passenger carrying vehicles and ambulances shall read -

CIVILIAN CONSERVATION CORPS

Official

U. S. Department of Agriculture

(135) The lettering on trucks shall read -

CIVILIAN CONSERVATION CORPS

U. S. Department of Agriculture

(135) The letters in the words "Civilian Conservation Corps" to be  $1\frac{1}{4}$  inches high and in the words "Official" and "U. S. Department of Agriculture" to be  $5/8$  inches high. All lettering to be in gold with black outlining and to be applied with decalcomania transfers.

(135) Departmental or Bureau identification other than provided for above is not permissible.

(201) Official identification shields as described in Bureau of the Budget Circular 374 dated June 18, 1941, shall be displayed as follows:

- (a) On passenger cars, trucks, buses, and ambulances - - Vertically centered on both front door panels, or in as nearly equivalent position relative to the driver's seat as is possible where there is no door.
- (b) On trailers - - Vertically centered on both sides.
- (c) On motorcycles - - Not to be used except on side-cars where the shield shall be centered on the outside panel.

(201) The official identification shield shall not be displayed on any vehicle not owned or leased by the United States Government. The shield should be placed below the identifying insignia but this relative position need not be followed, if there is insufficient space or if the shield has already been placed above the identifying insignia, until such time as the identifying insignia or shield needs replacement.

(201) Both identification shields and insignia shall be maintained clearly legible at all times and shall be removed if the vehicle is sold or otherwise retired from Government service.

By letter of December 20, 1937, the Acting Director requested that hand tools and similar equipment be distinctly marked "CCC" by either the branding or stenciling process in such manner as to prevent alterations or removal thereof. Where such equipment has already been distinctly marked "ECW" by one of the processes mentioned above, it will not be necessary to re-mark it.

CCC Hbk.  
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Sup. 121 (7/8/40)  
Sup. 115 (6/5/40)  
Sup. 3 (9/23/38)

(121) (3) FORM CCC 9 - AUTOMOTIVE VEHICLE ORIGINAL LICENSE RECORD: The Director has requested that one copy of Form CCC 9 be prepared and forwarded immediately to the Division Superintendent of the Motor Repair Division having jurisdiction whenever a CCC license number is assigned and attached to a CCC vehicle.

In order that the Form CCC 9 record may be kept up to date, the Division Superintendent should be advised of any transfer of vehicles (including transfers between camps), changes in motor numbers or final disposition of vehicles. Lost or condemned plates should also be reported, identifying the vehicle by the old as well as the new license numbers. Information may be furnished to the Division Superintendent by providing him with one copy of the transfer form or other related form or memorandum to which the following information should be added:

1. To be furnished by consignor.

- a. Date transfer is effective.
- b. License number on the vehicle at the time of transfer.
- c. The condition of each vehicle by classes as follows:

1. Excellent
2. In need of minor repairs
3. In need of major repairs
4. In need of complete overhaul
5. Unfit for further use

(The above classes may be abbreviated as, "c-1", "c-2", "c-3", "c-4", or "c-5").

- d. Mileage or hours of use (whichever is applicable) at time of transfer.
- (115) e. If assigned for enrollee training purposes, so indicate.

2. To be furnished by consignee.

- a. New license number attached to each vehicle received.
- b. Any exceptions noted to the statements of the consignor, with regard to the vehicles transferred.

Sup. 180 (6/17/41)  
 Sup. 161 (3/22/41)  
 Sup. 149 (1/4/41)  
 Sup. 121 (7/8/40)  
 Sup. 115 (6/5/40)  
 Sup. 3 (9/23/38)

The addresses of the Division Superintendents and the States and Territories assigned to each Motor Repair Division are as follows:

- (180) Division Superintendent, Motor Repair Division No. 1,  
 Surgical Building, Fort McHenry, Baltimore, Md.

Connecticut	Maryland	Pennsylvania
Delaware	Massachusetts	Rhode Island
District of Columbia	New Hampshire	Vermont
Kentucky	New Jersey	Virginia
Maine	New York	West Virginia

- Division Superintendent, Motor Repair Division No. 2,  
 8 North Rhodes Center, N. W., Atlanta, Ga.

Alabama	Georgia	North Carolina
Arkansas	Louisiana	Puerto Rico
Florida	Mississippi	South Carolina
Tennessee	Texas	

- Division Superintendent, Motor Repair Division No. 3,  
 5026-28 Plankinton Bldg., Milwaukee, Wisconsin.

Illinois	Michigan	North Dakota
Indiana	Minnesota	Ohio
Iowa	Missouri	South Dakota
		Wisconsin

- (161) Division Superintendent, Motor Repair Division No. 4,  
 Post Office Box 237, Denver, Colorado.

Arizona	Nebraska	Oklahoma
Colorado	New Mexico	Wyoming
Kansas		

- (149) Division Superintendent, Motor Repair Division No. 5,  
 2750 State St., Salem, Oregon.

Alaska	Montana	Utah
California	Nevada	Washington
Idaho	Oregon	

(161) The above delineation of Divisions by State lines is general and does not provide for instances where camps in one State are assigned to shops under the jurisdiction of two or more Divisions. In such instances Forms CCC 9 and related papers should be sent to the Division Superintendent having jurisdiction over the shop to which a camp is assigned.

(161) Where vehicles are transferred from the jurisdiction of one Division to the jurisdiction of another Division, the transfer papers should be sent to the Division headquarters from which the vehicle is transferred.



GASOLINE FURNISHED ARMY TRUCKS: Where conditions warrant it, gasoline storage tanks and handling facilities will be installed by the Technical Service for joint use by it and the Army, the control, operation, and maintenance of which will be the responsibility of the Technical Service. Only one type and grade of gasoline will be stored in tanks used jointly by both services, and the Technical Service being the larger consumer, the type and grade used by the Army will, wherever practical, conform to the type and grade used by the Technical Service.

It is not practicable to prescribe a uniform procedure for all localities, but the most satisfactory method appears to be the replacement in quantity and kind by the Army of the gasoline used by it, and this method should be followed wherever practicable, since it involves the least amount of administrative work by both services.

Where this method is followed a representative of the Technical Service will have charge of all issues of gasoline, and will be required to keep a record of all gasoline purchases, and a record (using standard form 643, obtainable on requisition from Forest Service Supply Depot at Alameda, California) of issues to each service. Gasoline will be issued to the Army only on orders prepared in duplicate by the Company Commander, both copies of which will be signed by the man in charge of the pump. He will retain one copy and return the other to the Company Commander. At the end of the month or such other period as he thinks necessary, the Project Superintendent will furnish the Company Commander with a statement on Form 644 of the gasoline issued during the period to the Army, to which will be added the Army's proportionate share of wastage as indicated by the pump record and based on issues made to both services. The Company Commander will then purchase by the usual Army procedure the amount of gasoline necessary to replace that issued, delivery to be made on the schedule prescribed by the Project Superintendent. If it is considered desirable, in order to avoid small deliveries or for other reasons, to have the Army furnish a part or all of its gasoline in advance of issues, the Project Superintendent may request the Company Commander to purchase such additional amount as is necessary to round out the delivery or maintain the Army's credit at the desired level.

Generally the above procedure should be followed in handling the jointly stored gasoline, but there may be cases in which it is considered preferable by the Technical Services and the Army to

handle issues to the Army by reimbursement of funds. In such cases the representative of the Technical Service, when he issues gasoline or lubricants to the Army, will prepare the prescribed form of the Technical Service showing:

- (1) Camp and Company number;
- (2) Name of individual to whom issue is made;
- (3) Amount, article and value (value based on contract price plus any transportation charges incurred in delivery);
- (4) Signature of the individual to whom issue is made.

A copy of the form will then be delivered to the individual to whom the issue is made for the records of the Company Commander. Not later than the fifth of each month the Project Superintendent will, after comparison of his record of issues with that of the Company Commander, forward an itemized statement in triplicate to the Forest Supervisor or proper State CCC representative, showing all issues of gasoline to the Army during the preceding calendar month. The Forest Supervisor or State CCC representative will forward the original and one copy to the Regional Forester, who will in turn forward a copy to the proper District Commander with a request that a sub-Procurement authority be issued for a replacement purchase. Upon receipt of it the District Commander will compare it with a similar statement submitted to him by the Company Commander, and if there are no material differences will issue the sub-Procurement Authority allotting to the Technical Service representative funds under the applicable Procurement Authority. The Technical Service will then make purchase of gasoline to the amount of this sub-Procurement Authority with which to replace the gasoline issued to the Army.

Where other methods are now in effect and they have proven satisfactory to both the Army and the Technical Service they may be continued and it will not be necessary to change to either of the procedures prescribed above.

Similar instructions have been issued by the Army to its Company Commanders, and by following them confusion will be avoided in the handling of jointly stored gasoline.

CCC Hbk  
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HANDLING GASOLINE: In order to prevent serious losses and also to reduce wastage of gasoline and time, gasoline should never be handled in open buckets. Hand pumps should be used by which the gasoline is pumped directly from the drums to tanks of motor vehicles whenever regular storage tanks or pumps are not available.

SAVING OF ANTI-FREEZE: The anti-freeze mixture should be salvaged when radiators are drained in the spring and saved for use during the following winter.

AIR COMPRESSORS: Small air compressors units for inflating tires and operating pneumatic grease guns may be purchased and are to be financed by the operating allowances made.

PARTS FOR PASSENGER CARS AND TRUCKS: Usually the Procurement Division makes running contracts on automobile parts covering various passenger cars and trucks. These contracts provide for discounts from the price lists of various companies on their complete line of parts. Unless otherwise specified it is mandatory that all Government units purchase from these contracts, and open market purchases, such as could be made in fiscal year 1936, may then not be made unless an emergency prevents the purchase from an authorized contract dealer.

Since State CCC camp expenditures are subject to the same legal and fiscal regulations as govern expenditures for National Forest camps, these contracts apply to State CCC procurement as well. This requirement is made in the interest of economical expenditure of Federal funds, regardless of the type of local CCC camp involved.

(118) STANDARD COLORS FOR PASSENGER CARS, TRUCKS, AND OTHER HEAVY EQUIPMENT: When CCC passenger cars and trucks in the custody of the Forest Service are painted, a standard shade of green should be used on both chassis and body.

(118) Manufacturers Designations for U.S.F.S. Green  
Automotive Lacquer & Enamel

<u>Manufacturer</u>	<u>Synthetic Enamel</u>
Du Pont - Green enamel	99-20215
Valentine " "	200
Pittsburgh Plate Glass - Green enamel	N-12307
Sherwin-Williams - Green enamel	42105

Sup. 118 (7/2/40)  
Sup. 109 (4/16/40)

CCC Hbk  
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<u>Manufacturer</u>	<u>Lacquer</u>
Du Pont - Green lacquer	246-51649
Valentine " "	L-800
Pittsburgh Plate Glass - Green lacquer	LR-13430
Sherwin-Williams - Green lacquer	30207

(118) When other CCC heavy equipment is painted, synthetic orange, Valentine's LS-4167 or equivalent as produced by commercial competitive manufacturers should be used.

(109) EXCHANGE - USED PARTS: (See Sup. 86, Page 518)

PURCHASES FOR COOPERATING AGENCIES: Purchasing and the handling of supplies by the Forest Service for cooperating agencies will be handled upon the regular service charge basis.

LEASING OF OFFICE SPACE: Leasing on a strictly temporary basis of space or buildings is authorized if actually needed on account of CCC work. Leases involving payment from CCC funds in whole or in part are subject to the same fiscal and Departmental regulations as leases paid from regular appropriations. (See "Finance" Section for determining division of rental charges for office space between CCC and other appropriations).

CAMP EQUIPMENT FOR SIDE CAMPS: The Technical Service is responsible for furnishing the necessary tentage, cots, mattresses, cooking utensils, etc., for use in side camps. Such equipment will be secured from the Army on memorandum receipt when possible. All equipment so drawn, will be returned to Army custody when the side camp is closed. No further direct transfers of such equipment, either as excess or surplus, will be made to the Technical Services by the Army for side camp use. In no case will a purchase of side camp equipment be made by the Technical Service until after it has been determined that the Army cannot supply the articles desired.

When such equipment is desired, a request for it should be made by the Technical Service to the Company Commander, who will handle it in accordance with Army procedure.



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TRANSFER OF HEAVY EQUIPMENT: Transfer of excess heavy equipment between Regions and Technical Services will be handled or cleared through the Washington Office (except trucks sent with transferred companies). (See paragraph "Property Disposal - Except Camps").

FOOD SUPPLIES FURNISHED BY TECHNICAL SERVICE: Food supplies for use by enrollees on fire suppression, or at side camps, or for smaller detachments, may be furnished by the Army or by the Technical Service depending on whatever arrangements have been agreed upon between the Army and the Technical Service for the Corps Area or smaller unit of area concerned. If food supplies are furnished by the Technical Service (which must be from funds other than CCC) the Army will reimburse the Technical Service to the extent of the value of the current ration allowance, and, if such has been authorized by the Corps Area Commander, such additional percentage as may be applicable in each case. If such additional percentage has been authorized, it is likewise available to the Company Commander in the event the food supplies are furnished by the Army.

(7) In connection with the above, Paragraph 79d (1), War Department Regulations, CCC, is quoted:

"In emergencies such as when the unit is engaged in fire fighting, or when the character of the work is such as to require the serving of more than the normal number of meals or the feeding of groups away from camp, which conditions would result in lowering the standard of the mess below that maintained in other camps working under normal conditions, corps area commanders are authorized to increase the value of the ration for units affected by not to exceed 10 percent. Such increases will be for a limited period and as a temporary expedient only. In extreme cases where it is found necessary to exceed the 10 percent increase authorized herein, the facts will be reported, with appropriate recommendations, to the War Department for action."

Please note that the granting of any percentage within a maximum of 10 percent, and the conditions under which various percentages may be applicable are matters for decision of the Corps Area Commander.



(LETTERHEAD OF OFFICE INITIATING REQUEST)

CCC

Supply

~~Rep. USDA Approval~~

Authorizations

~~USDA Approval~~

To: (Office next above which must pass upon requirements)

DATE \_\_\_\_\_

Sir:

The following is required for the purposes indicated below.

Since the expenditure involved exceeds \$2,500.00, it is requested that the approval of the ~~representative, CCC work~~ <sup>Chief, Office of CCC Activities, Department of Agriculture</sup> be obtained before purchase is made.

<u>Item No.</u>	<u>Service or Article</u>	<u>Quantity</u>	<u>Federal Spec.No.</u>	<u>Estimated Unit Cost</u>	<u>Estimated Total Cost</u>
-----------------	---------------------------	-----------------	-------------------------	----------------------------	-----------------------------

1

Etc.

Procurement Authority

Number Chargeable:

Total \$ \_\_\_\_\_

Explanatory Data

(Here, the originating office will furnish the following data, lettering each item as indicated:

- (a) Where and how purchase is to be made.
- (b) If for supplies or services, state period for which required.
- (c) State Corps Area (or other regional zone) and number of camps involved.
- (d) Any additional data justifying need for procurement.
- (e) Include this statement:  
"Sufficient funds are available under Procurement Authority stated above where- with to defray cost".

\_\_\_\_\_  
(Name of originating official)

\_\_\_\_\_  
(His title)

(From here on, each higher authority through which the request must pass will endorse its comment and recommendation to the next higher authority, the final one forwarding the request, with appropriate comment and recommendation, to the Assistant Chief, Forest Service in charge of CCC.

NOTE: The original and first carbon must reach the ~~representative~~ <sup>Chief, Office of CCC</sup> U.S.D.A. on CCC work who will act on the original and return it to last endorser, retaining the copy for his files. As many certified copies as are required for administrative purposes may then be made. If no Federal specifications exist, attach copies of specifications it is proposed to use. It will be assumed that last endorser has scrutinized the specifications and considers them satisfactory.



Forestry Camps	Tools & Equipment	Erosion Control Camps
3	Adzes	-
1	Anvil	1
1	Apron, blacksmith's	1
3	Augers, wood	-
3	Awls	-
3	Axes, board	All
All	Axes, single bit	"
"	" , double bit	"
"	" , miscellaneous	"
18	Bags, water	-
10	Bars, crow	20
5	" , tamping	10
5	" , wrecking	6
12	Bits, assorted	12
8	Blocks, assorted	5
5	Braces, ratchet	5
-	Brooms, warehouse	12
-	Brushes, wire	6
30	Buckets, water	50
If nearby	Cables, steel	If nearby
10	Carriers, timber	10
5	Chains, log	10
10	Chisels, assorted	All
-	" , cold	"
2	Clamps	-
3	Climbers, linesman	1
5	Compasses	All
3	Cutters, bolt	"
3	" , cold	-
3	" , hot	-
1	Dies, tool making	-
3	Diggers, post hole	All
1	Dresser, emery wheel	1
-	Drills, churn	6
3	" , post	All
12	" , assorted	"
-	Fork, header	"
-	Forks, manure	"
-	" , pitch	"
1	Forge	1
1	Frames, hacksaw	All
3	Grinders, emery	1
6	Grindstones	1



Forestry Camps	Tools & Equipment	Erosion Control Camps
6	Hammers, blacksmith	6
3	" , sledge	10
3	" , stone	10
12	" , miscellaneous	24
All	Handles, axe "	All
"	" , mattock & pick	"
"	" , shovel	"
"	" , saw	"
"	" , miscellaneous	"
"	Hooks, brush	"
"	" , cant	"
-	" , grapple & slip	"
35	Hoes	24
50	Hoes, grub	24
-	Hatchets, broad	All
6	" , camp	10
6	Knives, draw	6
All	Lanterns & Lamps	All
"	Level, hand	"
-	Level & Plumb	"
All	Machettes	"
1	Machine, blasting	1
-	Mauls, wood	All
25	Mattocks	"
-	" , cutting	"
-	Oilers, pump	"
All	Outfits, auto repair	"
"	" , carpenter's	"
"	" , filing saw	"
1	" , welding	1
3	Peavies	12
50	Picks	All
1	Pins, surveyors' set	"
All	Pliers	"
"	Pumps, fire	-
"	Rasps, wood	12
"	Rakes, fire	All
"	" , garden	"
"	Rules	24
30	Saws, cross cut	All
12	" , hand	"





Forestry Camps	Tools & Equipment	Erosion Control Camps
10	Saws, rip	All
15	Scythes	10
All	Sets, saw	All
80	Shovels, long handle	"
60	" , short "	"
25	Spades	"
All	Stones, oil	"
5	Stretchers (wire)	"
5	Squares	10
All	Swatters, fire	-
-	Trowels	All
All	Tarpaulins	"
"	Telephones	"
3	Tongs, bolt	"
All	Tools, blacksmith	"
"	Torch, blow	"
1	Vises, B.S.	1
1	" , Mach.	1
1	" , saw	1
All	Wedges, axe handle	All
"	" , felling	"
"	" , splitting	"
"	" , wood chopper	"
10	Wheelbarrows	36
All	Whetstones, oval axe	All
-	Wires, galv.	"
All	Wrenches	"









## SECTION 6. FINANCE

### ALLOTMENTS OF CCC FUNDS TO REGIONS

The following instructions are designed for determining allotments to the Regions only. Each Region is free to follow its own scheme in making allotments to Forests and States.

ALLOWANCES: Determination of the amount of funds to which each Region (except Region 10 and Region 8 for Puerto Rico) is entitled is based on allowances established by the Washington Office as follows:

1. Operating: An average amount per camp per month to provide for all expense of operating camps except for special projects mentioned in 2. Special Projects below for which additional allowances are made.

The Region is entitled to the operating allowance for each camp financed by the Region for the operating period, which is defined as beginning on -

- (a) July 1, for all camps occupied on that date;
- (b) Date of arrival of main company at the camp for companies arriving after July 1, or
- (c) Date on which responsibility for financing an occupied and operating camp is taken over by the Region from some other agency; and ending on -
  - (1) The date of departure of the main company from the camp except when it is simply being transferred to another camp location under the jurisdiction of the Region, when the day prior to arrival at the new location will be considered the ending date, or

- (2) The date financing of the camp is turned over to some other agency.

Regions are entitled to a corresponding fractional part of the monthly allowance, (to nearest tenth) for camps operated during part of a month.

2. Special Projects: Amounts authorized by the Washington Office in addition to the operating allowance to cover some special work or project.

Such special allowances will be made only in very unusual circumstances when it is clear that the work project, or obligation is essential to the proper conduct of CCC work and yet is of a character that does not logically permit of its inclusion under the operating allowance.

Regions will be entitled to these allowances as of the date the allowance is approved unless otherwise stated in the letter of approval.

(136)(31) MONTHLY FINANCIAL STATEMENT: A financial statement [Form CCC-10, comprising Parts 1, 2, 3 and 4, (samples of which appear at the end of this Section)] will be submitted for each procurement authority involved so as to reach the Washington Office not later than the 12th of each month, covering the amount of "earnings" as determined by the allowances and the amount of allotments received and obligations incurred to the end of the previous month.

- (31) Part 1: Statement will be submitted for each procurement authority assigned for financing and operating CCC camps. Units, such as Alaska, Puerto Rico, and Central Repair Shops, which operate on a stipulated allotment, are not required to submit a Part 1 statement.

- (136) Part 2: Separate reports should be submitted for each sub-procurement authority under which allotments have been received, the obligations to be stated in round dollars, omitting cents, and report submitted for each limitation, as shown on the statement form. Care should be taken to see that the exact amounts as given in the "Total Obligations" column of the previous month's report are forwarded to the "Obligations Brought Forward" column of the current

(136) month's report. The amount to be reported in the allotment column should agree with the "Total to Date" as shown on Allotment Advice (Form 539).

(136)(31) Immediately following this section will be found a detailed list of purpose numbers under title "Classification of Expenditures" for coding of the various items of expense to be included under each object of expenditure class.

(31) Part 3: Submit a separate part for each procurement number as supporting information for the related Part 1.

(136)(31) Part 4: Statement should be submitted only by those Regions operating authorized CCC Central Repair Shops for which allotments have been received. Obligations incurred by such shops should be reported in round dollars, omitting cents. All amounts given in the "Credit" and "Charges" section of the report should, however, be actual dollars and cents.

ALLOTMENTS: Allotments or changes will be made at approximately quarterly intervals based primarily on the information in the financial statements. The aim will be to keep the amount of the total allotment under each procurement equal to the earnings to which the Region is entitled, plus a small "working margin". Although permission is granted to incur obligations slightly in excess of currently earned credits, such excess obligations should be held to a minimum and must be offset by earnings in subsequent months. Under no circumstances should the obligations exceed the total "earnings" to the end of the financial period.

PROCUREMENT AUTHORITIES: All allotments are made under designated sub-procurement authorities. For detailed information see Fiscal Control Section.

CAMPS PERFORMING DIFFERENT TYPES OF WORK, OR ON LAND OF DIFFERENT OWNERSHIP: Except in very unusual circumstances, and with approval of the Washington Office, all expenses of the camp will be met from the procurement authority whose number corresponds to the proper designation as shown above.

(136) HEAVY EQUIPMENT PURCHASES: Funds for the purchase of heavy equipment will be allotted to the Region, and all charges for such purchases, including transportation costs for delivery from factory to destination

(if other than F.O.B. destination) will be made against the Regional allotment. Advance approval of the Washington Office must be obtained for the purchase of any equipment, the unit cost of which is \$500 or more, even though charges are to be paid from Regional funds.

(136) PURCHASES THROUGH PROCUREMENT DIVISION: Except with the specific approval of the Director, Civilian Conservation Corps, the following classes of items (in addition to those listed in Section GA-H2-15 of Volume 1, Forest Service Manual) when the unit purchase price is in excess of \$500 will be considered as included under the designation "heavy equipment" and will be purchased through the Procurement Division, Treasury Department:

- Crushers and crushing plants
- Graders, elevating
- " motor patrol
- " road
- Hoists
- Mixers, cement and concrete
- Passenger cars
- Pulverizers, limestone
- Rollers, road
- " sheepsfoot
- Scrapers, carryall
- Shovels, power and draglines
- Terracing machines
- Tractors
- Tractor trailbuilders
- Trailers and semi-trailers
- Trucks
- Welders, electric

(For method to be used in purchasing through Procurement Division, refer to Equipment and Supplies Section of this Handbook.)

(136) PROCUREMENT DIVISION PROCEDURE: Copies of invoices (Form No. 49-F, Revised) issued by the Treasury Procurement Division will be forwarded to the Region through the Washington Office. These invoices will furnish such information as description of items, number of units and gross unit price, destination, numbers of TPS bills of lading on which shipments will move, expiring date of shipment, requisition number (purchase authority), and the sub-procurement authority and appropriation to be charged.

Payments to vendors and transportation companies will be made by the Treasury Procurement Division subject to reimbursement by means of transfer and counter warrants charged against CCC funds allocated to the Region as shown on requisitions. These transfer and counter warrants



will be forwarded to the Region currently as received in accordance with paragraph 11 of "A Plan For Facilitating Reconciliation of CCC Expenditures\*\*\*" set forth in the Fiscal Control Section of this Handbook.

(136) DAMAGES: If equipment is damaged in transit, the Treasury Procurement Division will effect necessary repairs and/or adjustments, deducting the cost of such repairs from the amount due the carrier. The amount so deducted will be charged back to the requisitioning agency, with the result that the agency is ultimately charged, in effect with the full cost of transportation.

ALASKA AND PUERTO RICO: Operating allowances of a stipulated amount per calendar month are made to Region 10 for the CCC work in Alaska and to Region 8 for the work in Puerto Rico. Form CCC-10, monthly financial statements are limited to Part 2.

ADJUSTMENTS FOR USE OF CCC IN FIRE FIGHTING: In making fund adjustments in connection with the use of CCC forces in fighting fires the following policy and procedure will govern:

1. Fire fighting is an approved activity for CCC, and CCC funds can be used for that purpose insofar as they are available.
2. If fire fighting expenses are in excess of the amount of CCC funds available, the Technical Service using the men should meet the excess from other appropriations. In the Forest Service this would be from the FF appropriation.
3. Generally speaking, the Technical Services have the responsibility for and must meet the cost of moving enrollees from the base camp to the work site. However the whole CCC project is based on cooperation between the Army and the Technical Services and if the Army is in position to absorb part of the cost



from its CCC funds, there is no objection to that procedure. As a rule the Army fire fighting work involves extra expense to Army funds in the way of extra ration allowance, transportation, of Army personnel, issuance of clothing, etc.

4. If in connection with fighting fires on the National Forests the Army has incurred extraordinary expenses which it cannot meet from its CCC funds, the excess can be met by charging that amount to the CCC funds allotted the Forest Service for operating National Forest camps, or to FF, or if the excess has already been paid from the Army CCC funds, reimbursement may be made to the Army CCC funds from FF appropriations.
5. Similarly, excess expenditures on account of fire fighting on State and private lands, or on areas under the jurisdiction of other Technical Services, would have to be met from CCC funds available for work on State and private lands and lands under the jurisdiction of the Technical Service involved, or from other funds which may be available to the States or Technical Services for fighting fire.
6. Special allotments of CCC funds may not be made to the Technical Services for fighting fires, and no obligation of CCC funds over and above what can be met from the regular operating allowance will be made without advance approval of the Washington Office.

OFFICE SPACE, RENTAL CHARGES, CCC AND OTHER APPROPRIATIONS: The division of rental charges for office space at a given administrative headquarters between CCC and other appropriations will be governed by the following:

1. Space in Federal buildings will be considered as being available, first, to employees paid from the so-called "regular" appropriations. Federal space in excess of that required for the number of regular employees will be available for use by so-called "Emergency", or "non-regular" employees, free of any charge. In other words, where Federal space is available to emergency activities it will not be considered that there is any obligation to offset the value of such space by other charges to the emergency funds involved.

2. Where the Federal space is sufficient to provide for a number of employees equal to, or greater than, the number of regular employees attached to the office in question, the cost of additional space rented will be divided between CCC and other so-called "emergency", or "non-regular" funds, in the ratio that the total number of CCC employees bears to the total number of other emergency, or non-regular, employees.
3. Where the Federal space is not sufficient to provide for as many employees as there are regulars attached to the office in question, the cost of additional rented space will be divided between CCC and other funds in the ratio that the number of CCC employees bears to the number of all other employees not provided for by the Federal space.
4. Where no Federal space is available the cost of rented space to be borne by CCC will be determined by the ratio that the number of CCC employees bears to the total number of all employees provided for by such rented space.
5. Recognizing that the number of emergency employees fluctuates quite frequently, an acceptable procedure for keeping the division reasonably in balance with the relative numbers, and at the same time avoid too frequent revisions, will be to make a re-survey of the situation, each six months, as of January 1 and July 1.

RESTRICTIONS ON USE OF CCC FUNDS:

	Reference Hbk Section
Approval Required for Certain Dam Projects	Camp Program & Project
Use of CCC Labor & Funds in State Nurseries	"
Work not Authorized after Camp Evacuation	"
Building Limitations	"
Open Market Limitation	Equip. & Supplies
Prohibitions in Purchase of Equipment	" "

CCC Hbk  
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Sup. 31 (1/27/39)

RESTRICTIONS ON USE OF CCC FUNDS: (Continued)

	<u>Reference</u> <u>Hbk Section</u>
Purchase & Maintenance of Passenger Carrying Vehicles	Equip. & Supplies
Purchase of Maintenance	" "
Purchase or Use of Retread Machines and Retread Tires	" "
Furniture, Typewriters & Office Equipment	" "
(31) Attendance at Meetings	Fiscal Control

(136)            CLASSIFICATION OF EXPENDITURES  
(CIVILIAN CONSERVATION CORPS FUNDS)

(01) PERSONAL SERVICES

Purpose Number

1-0110 Pay, Civilians. The salaries and wages of all personnel, whether permanent or temporary, except as described in note below will be charged to this purpose number.

Note: Salaries and wages paid to employees engaged in first and second division repairs of motor vehicles and other heavy equipment will be charged directly to purpose number 1-1294.

Salaries and wages paid to employees engaged in third division repairs will be charged to purpose number 1-1295.

(02) SUPPLIES AND MATERIALS

Purpose Number

1-0200 Office supplies, including stationery, handwriting, drafting, artists, photographing, photostating, multigraphing, mimeographing, and blueprinting supplies, procurement of.

1-0205 Cleaning and sanitation supplies, including brooms, brushes, lime, lye, mops, crude oil, flypaper, stove polish, and hypochloride, and paper drinking cups and towels when specifically authorized, procurement of.

The cost of procuring solvent for cleaning antifreeze from motor vehicle radiators should be charged to purpose number 1-1295.

1-0206 Soap, candles, matches, and toilet paper, procurement of.

(136)

- Note:
1. The cost of the procurement of supplies for the manufacture of new equipment should be charged to the purpose numbers applicable to the procurement of the finished product had that product been purchased already manufactured.
  2. The items listed as examples under the foregoing purpose numbers are set forth only as guides and are not to be considered as limitations as there are innumerable items the cost of which may be charged to each number.
  3. The cost of installation of equipment should be charged to the same number as the cost of the procurement of the equipment.

- 1-0207 Cleaning and preserving supplies for motor vehicles, procurement of.
- 1-0210 Medical and hospital supplies, including first aid kits, procurement of.
- 1-0221 Scientific supplies, including chemicals and laboratory supplies, etc., procurement of.
- 1-0230 Fuel for cooking, heating and operation of utilities, procurement of.

The cost of the procurement of the following fuel items, in addition to those listed in the title, should be charged to this number:

Fuel and/or lubricants for operating,

Wood saws.

Water pumps.

Electric generators.

- 1-0236 Gasoline, oil, grease and antifreeze for airplanes and for passenger-carrying and non-passenger-carrying motor vehicles, tractors, road machines, concrete mixers, hoisting engines, power shovels, etc., procurement of.
- 1-0250 Forage for animals, including salt, soda ash, vinegar, bedding, etc., procurement of.



(136)

- 1-0282 Sundry supplies, including engineers', electricians' and lighting supplies, packing and crating supplies; refills and materials for fire extinguishers; and supplies, etc., for elimination of pests and destructive animals, procurement of.

The cost of the materials or supplies covered by the title when same are procured for stock to be used later for such projects as constructing or repairing distribution lines, repairing equipment (pumps, generators, tractors, etc.) or constructing or repairing buildings and shelter (plumbing and plumbing fixtures, electric fixtures and wiring,) or constructing and maintaining truck trails, (explosives, culverts, etc.) will be charged to the purpose number applicable to the proposed project in accordance with best estimates available.

The cost of the following items, in addition to others, should be charged to this number:

Fish and other oils for stock or immediate use for hardening and tempering tools (manufacture or repair).

Lubricants for stock or immediate use, other than 1-0236.

Polishing and abrading supplies for stock or immediate use.

Electricians' and lighting supplies including electric fuses for stock.

Foundry and furnace supplies for stock or immediate use.

Supplies used in applied arts for stock or immediate use. (Consumed in use but not components of a finished article - such as soldering and welding pastes and alum, brushes, etc.).

Refrigeration supplies for stock or immediate use.

Electric light globes for stock or immediate use for replacement purposes in buildings and

(136)

shelters (globes used to replace those used on projects are chargeable to the cost of the project).

Fuel for lanterns - gasoline and oil type - for stock or immediate use.

Bulbs and batteries for flash lights for stock or immediate use.

Fire extinguishers are chargeable to 1-3054.

1-0284 Ice, procurement of.

1-0285 Toilet articles and kits for enrollees, procurement of.

1-0286 Telegraph, telephone, radio and other communication supplies, procurement of.

1-0288 Educational, welfare and recreational supplies, including toilet articles, cigarettes and the like, for destitute enrollees receiving hospitalization, procurement of.

(05) COMMUNICATION SERVICES

Purpose Number

1-0500 Telegraph service, including radiograms.

1-0510 Telephone service.

1-0520 Postal service (restricted to air mail, special delivery postage and rental of post-office boxes).

(06) TRAVEL EXPENSES

Purpose Number

1-0600 Travel of civilians, except as specifically listed, including local and per diem in lieu of subsistence, except on transportation requests. (All authorized travel expenses including telephone, telegraphic and stenographic services, ~~minor~~ repairs necessary for

*emergency*

(136) Government-owned vehicles and direct purchases of gasoline and oil for Government and privately-owned vehicles while in a travel status).

1-0605 Travel of civilians on transportation requests.

1-0660 Storage, care and servicing charges of motor vehicles, temporary and in a travel status.

Storage costs for vehicles when the driver is in a travel status or at a temporary station for a short period of time when no Government facilities for storage are available should be charged to this number.

Likewise, the cost of the following items, when procured under conditions similar to those in paragraph next above, should be charged to this number:

Washing

Greasing (job work - when cost of grease and services are included together. Does not cover the cost of grease when charge is for that item alone).

#### (07) TRANSPORTATION OF THINGS

##### Purpose Number

(147) 1-0700 Freight, express, parcel-post stamps, parcel-post delivery charged, drayage, hauling and incidental charges (such as demurrage, etc.), other than from point of origin to first point of storage or consumption (includes packing and crating of surplus property secured from the War Department as well as transportation thereof).

#### (08) PRINTING AND BINDING

##### Purpose Number

1-0800 Printing and binding at Government Printing Office.

1-0801 Printing and binding (job work) (prior authorization required).

(136)

- 1-0820 Blueprinting, photostating, multigraphing, stenographic and typing (job work).
- 1-0830 Photographing and making photographs and prints (job work).

(141) (Paragraph (09) Omitted)

(10) FURNISHING HEAT, LIGHT, POWER, WATER AND ELECTRICITY

Purpose Number

- 1-1000 Heat, light, power, water and sewer service.

(11) RENTS

Purpose Number

- 1-1100 Rental of buildings and maintenance of rented buildings, including offices, living quarters, temporary lodgings, etc., (exclusive of repairs and temporary storage of motor vehicles).

This number does not cover the cost of rental of garages for, or of storage of vehicles while in a travel status not while at a temporary station for a short period of time. Generally speaking, this number should be used only when garages are obtained under lease.

- 1-1111 Rental of land.
- 1-1112 Rental of motor trucks and other heavy machinery other than where rented for a specific objective.
- 1-1113 Rental of animals and animal-drawn vehicles.
- 1-1115 Rental of equipment not specifically listed.

(12) REPAIRS AND ALTERATIONS

Purpose Number

(136)

1-1200 Repairs and alterations of buildings, including repair and alterations and replacements of equipment originally procured under 1-3211.

The cost of procuring supplies to repair existing buildings to render them suitable for occupancy by an organization performing functions in connection with CCC should be charged to this number. The cost of the following items used in repairs and alterations in addition to others, should be charged to this number:

Material for:

Repairing:

Ice houses and auxiliary structures in connection therewith.

Tent frames (not including tentage).

Inside wiring (including replacement fuses in buildings).

Inside water and gas lines.

Inside sewer lines.

Heating systems including furnace, boiler and attachments when within building heated.

Light fixtures.

Lavatories.

Sinks

Toilet bowls

Bath tubs

Shower baths

Construction of shelves in existing buildings.

Moving electric lines and fixtures.

Installation of buzzers and push buttons in existing buildings.

Painting of signs on doors or other parts of the building.

Rehabilitation camp buildings including the cost of additions to existing buildings but excluding cost of additional new buildings.

Construction of tool boxes, wall lockers, ice boxes or cold storage vaults except in construction of new buildings.

1-1260 Repairs and alterations of other than buildings



(136)

(1-1200) and equipment (1-1295), including fire control structures, bridges, viaducts, quarries, reservoirs, excavations, embankments, surfacings, mines, wells, sewers, walls, dams, breakwaters, ornamental and commemorative structures, fences, monuments, recreational grounds, including care of lawns, trees, shrubs, seed beds, filling of grades, razing structures and removing obstructions.

- 1-1280 Repairs, renovations and alteration of equipment, including bedding, typewriters, calculating machines, desks, chairs, etc., except as specifically listed. (See 1-1286, 1-1294 and 1-1295.)
- 1-1285 Repair and alteration of communication service equipment.
- 1-1286 Repair and alteration of heat, light, power and other utilities equipment. (See 1-3212.)
- 1-1294 Limited to the salaries and wages of personnel performing first and second division repairs to motor vehicles and other heavy machinery, including those purchased under Purpose Numbers 1-3000, 1-3052 and 1-3053.
- 1-1295 The procurement of all first and second division repair parts only and all salaries, wages, parts material, etc. necessary for the performance of third division repairs. The cost of the hire of mechanics and the procurement of material, parts, groups of parts, or unit assemblies necessary for the repair of passenger-carrying vehicles, trucks, ambulances, tractors and transporting and conveying machines including motor boats and other vehicles procured originally under 1-3000, 1-3052 and 1-3053, should be charged to this number. The cost of the following items, in addition to others, should be charged to this number:

- Pay of mechanics (welders, etc., including supervising mechanics).
- Replacement of engines
- Tire chains
- Batteries
- Truck tarpaulins

- (136)      Automobile or truck generators  
            Hammers, pliers and other equipment tools  
            Tires and tubes (replacements)  
            Solvent for cleaning equipment radiators  
            Battery water (distilled) for motor vehicle  
                 batteries.

The salary of a blacksmith and/or helper engaged primarily in repair of small tools will be charged to Personal Services (01).

Any alterations made to a vehicle to render it available for only one special purpose such as a "wrecker" including all parts and labor to effect the alteration, should be charged to this purpose number.

The cost of procurement of the original equipment such as tools, tires, tarpaulins and batteries delivered with a vehicle should be charged to the purpose number charged with cost of the vehicle.

(13) SPECIAL AND MISCELLANEOUS CURRENT EXPENSES

Purpose Number

- 1-1310    Fees for auto tags, permits and privileges, street car tokens and local bus fares, tolls and ferriages, except when chargeable to travel of persons.
- 1-1373    Laundry service except for members of CCC.
- 1-1375    Rubbish, ashes and garbage removal service.
- (147) 1-1378    Packing and crating (job work) such as packing and crating of household goods belonging to personnel involved in official change of station.
- (Note: The cost of packing and crating of surplus property secured from the War Department, as well as transportation thereof, should be charged to 1-0700).
- 1-1380    Miscellaneous expenses incident to the handling of subsistence, such as wrapping paper, bags and twine.
- 1-1381    Cooperative work; engineering, scientific and technical, performed by other Government agencies.
- 1-1383    Educational program, services of cooperating schools (includes light, heat, power, teaching, janitor and other services, supplies and materials, furnished by the school). (Applicable to Alaska and Puerto Rico only).

(136)

(22) GRANTS, SUBSIDIES AND CONTRIBUTIONS

Purpose Number

- 1-2250 Burial expenses including transportation of remains where paid separately or otherwise and travel of escorts to point of burial and return to station. (Applies in Alaska and Puerto Rico only.)

(169)(30) EQUIPMENT

Purpose Number

- 1-3000 Vehicles, motor-driven (restricted to light passenger-carrying and ambulances).
- 1-3010 Furniture, furnishings and fixtures, including office labor-saving devices, procurement of, except as authorized under Purpose Number 1-3011.
- 1-3011 Furniture, for administrative and technical personnel lounge rooms, procurement of.
- 1-3015 China, glassware, kitchen utensils and dining room and household utensils, procurement of.
- 1-3016 Beds, cots, mosquito bars and irons, cloth towels, table linen and covers, barrack bags, pillows, pillow-cases, mattresses, mattress covers, bed sacks, bed sheets and blankets, procurement of.
- 1-3019 Tents, paulins, tent poles and pins, procurement of.
- 1-3021 Educational, recreational and welfare equipment, (including books), procurement of.
- 1-3040 Animals; saddle and pack - when specifically authorized.
- 1-3051 Utilities equipment (such as heat, light, power, water, refrigeration and electrical); including field ranges. (Except telephone and telegraph equipment, see 1-3061.)

The cost of procurement of the following items, in addition to others, as original equipment and as accessories bought as part of the original equipment or bought

(136)

at the time of purchase of the equipment to be immediately placed thereon and when not constituting a repair thereto, should be charged to this number:

Ice boxes.

Ice making machines and coils for mechanical ice boxes, for cold storage units or for producing ice.

Water pumps and prime movers (including primary and booster pumps and original belting or other power transmitting equipment).

Hydraulic rams.

Electric generators and prime movers (including original belting or other power transmitting equipment).

Water heaters and hot water tanks.

Air compressors and air lift equipment for water supply.

Pipe, pump chambers, sucker rods and the like from pump, compressor, or jack to water source (pipe from primary pump to booster pump in a line is to be charged to the distribution system).

Kitchen ranges.

Heating stoves.

Dish washers.

1-3052 Machinery (such as road scrapers, concrete mixers, power shovels and the like).

The cost of procurement of any machinery or tools to become an integral part of a building or non-structural unit thereby losing identity therein and not covered by other specific purpose numbers in this code, should be charged to this number.

The cost of procurement of parts, units or assemblies of parts to repair existing equipment should not be charged to this number. For example, the cost of a complete concrete mixer as an original item of equipment, or as an item to replace another retired from service, should be charged to this number; whereas the cost of procurement of a mixer bowl, motor and gears to replace those same items on an existing mixer should be charged to the applicable repair number - in this instance 1-1295.

(136)

The cost of procurement of the following items, in addition to others, with original accessories, should be charged to this number:

Air compressors (except for water supply), including the prime mover, air tank, piping from compressor to tank and belting or other power transmission equipment.

Road machinery (including equipment and appurtenances) except tractors.

Concrete mixers (including equipment and appurtenances).

1-3053 Vehicles, motor-driven (other than passenger-carrying) including trucks, tractors and transporting and conveying machines.

1-3054 Fire preventing and fighting equipment.

The cost of the following items, in addition to others, should be charged to this number when purchased for fire prevention purposes:

Barrels

Buckets

Fire extinguishers (including those for motor vehicles).

Construction of fire ladders.

Original supply of filling materials for fire extinguishers and fire barrels.

1-3057 Cleaning, sanitation and renovating equipment, including laundry; sweeping and scrubbing, ash, garbage and refuse cans and water sterilizing sets.

1-3059 Equipment, not specifically provided for but authorized, including traps for elimination of destructive animals.

1-3061 Telephone, telegraph, radio and other communication equipment, procurement of.

1-3062 Tools (such as axes, shovels, pickaxes, rakes, hammers, saws and the like).

1-3063 Warehouse equipment, including tools and machinery (such as tractors, trailers, hand carts, etc.), procurement of.



(136)

(32) STRUCTURES AND PARTS (Construction Only)Purpose Number

1-3202 Fire control structures (such as towers, etc.), construction of.

1-3211 Buildings, construction of, including all materials and supplies, in connection therewith.

The cost of equipment which becomes a part of a new building or shelter, and of the following items, in addition to others, when constructed as a new building or used as a part thereof, should be charged to this number:

Ice houses and auxiliary construction in connection therewith.

Tool boxes, wall lockers, ice boxes or cold storage vaults when constructed as a part of a new building during the original construction thereof.

Inside wiring (including fuses in buildings).

Inside water and gas lines.

Inside sewer lines.

Heating systems including the furnace and boiler when within the building to be heated.

Light fixtures

Lavatories

Sinks

Toilet bowls

Bath tubs

Shower heads and shower baths

Construction of shelves in new buildings.

Original installation of electric light globes in buildings. (Globes in connection with construction projects are chargeable to the number applicable to the project.)

The cost of buildings (including tent frames) constructed at base or side camps is chargeable to this number.

The cost of fire extinguishers is chargeable to 1-3054.

(136)

Labor should be charged to 1-0110.

1-3212 Excavations, embankments and surfacing, including roads, walks, drainage, trails, telephone lines and lighting systems, other than in connection with the construction of buildings; construction of.

In addition to the items shown in the title, the cost of the installation of gas and water distribution systems should be charged to this number. The term "system" as used herein is defined as the outside telephone, electric, gas or water distribution line from the storage batteries, generator, pump, commercial meter, commercial line or other supply source to the building or buildings supplied including the cost of water tanks and towers, but excluding lines within buildings supplied and from primary pump to water source (see 1-3211 and 1-3051).

1-3213 Mines, quarries, reservoirs, wells and sewers, other than in connection with the construction of buildings, construction of.

The cost of drilling and casing all wells and the cost of sewer disposal systems from the building connection including septic tanks and disposal field should be charged to this number.

1-3214 Walls (retaining and restraining), dams, breakwaters, etc., construction of.

1-3215 Bridges and viaducts, construction of.

1-3216 Wharves and piers, construction of.

1-3217 Ornamental and commemorative structures, fences, monuments and recreational grounds, construction of.

1-3220 Improvements (such as filling, grading, tree planting, nursery operations and seed collections).

(53) REFUNDS, AWARDS AND INDEMNITIES

Purpose Number

1-5351 Damages to and loss of private property, including

(136)

reimbursement for loss of or damage to privately-owned animals, or equipment obtained for use in official work.

1-5352 Medical and hospital expenses resulting from personal injuries.

The following purpose numbers are limited to expenditures in connection with enrollee pay and maintenance and are applicable to the Forest Service Territories (Puerto Rico and Alaska) only:

(01) PAY OF ENROLLEES AND SELECTEES

Purpose Number

1-0116 Members of the Civilian Conservation Corps, including cash allowances and allotments to dependents, pay of.

1-0141 Commutation of clothing (when specifically authorized by the Director, Civilian Conservation Corps).

(02) SUPPLIES AND MATERIALS

Purpose Number

(136) 1-0210 Medical and hospital supplies, including first-aid kits, procurement of.

1-0240 Clothing (wearing apparel), procurement of.

1-0285 Toilet articles and kits for enrollees.

(03) SUBSISTENCE FOR ENROLLEES

Purpose Number

1-0300 Provisions, procurement of.

1-0340 Commutation in lieu of subsistence when authorized (not in travel status).

(06) TRAVEL OF ENROLLEES

Purpose Number

(136)

- 1-0611 Travel of selectees, enrollees and discharged enrollees, on transportation requests.
- 1-0618 Travel of selectees, enrollees and discharged enrollees, except on transportation requests, including subsistence and quarters in kind or allowance in lieu thereof; and local travel (such as street car tickets, local bus fares, tolls and ferriages).

(07) TRANSPORTATION

Purpose Number

- 1-0700 Freight, express, parcel-post stamps, parcel-post delivery charges, drayage, hauling and incidental charges, in connection with transportation of enrollees' clothing, shoes and subsistence supplies.

(12) REPAIRS AND ALTERATIONS

Purpose Number

- 1-1290 Repair and alteration of enrollees' clothing, renovation and fitting, except shoes (includes pay of personnel engaged in the work).
- 1-1296 Repair of enrollees' shoes (includes pay of personnel engaged in the work).

(13) SPECIAL AND MISCELLANEOUS

Purpose Number

- 1-1379 Medical and hospital service, including physical examinations, vaccinations, inoculations and all other expenses in connection with hospitalization of enrollees including cost of procuring hospital equipment.
- 1-1380 Miscellaneous expenses incident to the handling of subsistence, such as wrapping paper, bags and twine.

CIVILIAN CONSERVATION CORPS  
Department of Agriculture

## Monthly Financial Statement

For month of \_\_\_\_\_ Administrative Unit \_\_\_\_\_ Procurement Authority \_\_\_\_\_

Camp Months Earned \_\_\_\_\_ (see Part 3)

(1) Limitation Symbol and Object of Expenditure Class	(2) Allowance per Camp month	(3) Total Earned for month	(4) *Special Project Earnings	(5) * (5) Adjustments	(6) Credits Earned Previous Months	(7) Total Credits Earned to End of Month
.101 Personal services						
.102 Supplies and materials						
.105 Communications						
.106 Travel of persons						
.107 Transportation of things						
.108 Printing and binding						
.110 Heat, Light, Water, etc.						
.111 Rents						
.112 Repairs and alterations						
.113 Special and miscellaneous						
.130 Equipment						
.132 Structures and parts						
.153 Refunds, awards, etc.						

(\* For details of Columns 4 and 5, see reverse.)

(over)



COLUMN 4

Approved Special Projects

Designation and date of approval

\_\_\_\_\_  
\$ \$

\_\_\_\_\_  
\$ \$

\_\_\_\_\_  
\$ \$

Amount

COLUMN 5

Adjustments

(List any reductions or increases in credits earned according to specific agreements  
or corrections in previous reports)

\_\_\_\_\_  
\$ \$

\_\_\_\_\_  
\$ \$

\_\_\_\_\_  
\$ \$

\*\*\*\*\*

Submitted:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Approved:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

CIVILIAN CONSERVATION CORPS  
Department of Agriculture

Part 2  
(Revised 8/14/40)

Monthly Financial Statement (report obligations to nearest dollar)  
For the period \_\_\_\_\_ to \_\_\_\_\_ inclusive.

Administrative Unit \_\_\_\_\_ Procurement Authority \_\_\_\_\_.

Appropriation Symbol and Title: 21-7510600 Civilian Conservation Corps (Transfer to War) 1941

Limitation Symbol and Object of Expenditure Class		Obligations brought forward	Obligations Current Month	Total Obligations	Allotment	Unobligated Balance
.101	Personal Services					
.102	Supplies and Materials					
.105	Communications					
.106	Travel of Persons					
.107	Transportation of Things					
.108	Printing and Binding					
.110	Heat, Light, Water, etc.					
.111	Rents					
.112 Repairs and Alter's	(a) Pur. #1294				XXX	XXX
	(b) Pur. #1295				XXX	XXX
	(c) Pur. #1200, #1260, #1280, #1285, #1286				XXX	XXX
Total .112						
.113	Special and Miscellaneous					
.130	Equipment					
.132	Structures and Parts					
.153	Refunds, Awards, etc.					
TOTALS						



## CIVILIAN CONSERVATION CORPS

Department of Agriculture  
Monthly Financial Statement

For Month of \_\_\_\_\_ Administrative Unit \_\_\_\_\_

## DETAILS SUPPORTING PART 1

[illegible]

Equivalent camp months operated (total days above divided by 30, to nearest tenth of a camp month).

# Do not count. 31st day of month.

# Do not count. 31st day of month.  
\* Date of arrival or departure of main body of company.

X Use this column only when financial responsibility has been transferred to or from another agency without moving camp.

Signature

Title

Date \_\_\_\_\_





CIVILIAN CONSERVATION CORPS  
Department of Agriculture  
 Monthly Financial Statement

Part 4  
 (Revised 8/1/40)

For Month of Central Repair Shop Procurement Authority                     

SHOP OBLIGATIONS:	Current Month	Previously Reported	Total To Date
ALLOTMENTS TO DATE:	xxx	xxx	

Agency	No. Camps Tributary	Total Credit For Quarter Ending:	Charges For Work Performed	
			During Month	Previously Reported
AGRICULTURE:				
Forest Service				
R				
R				
R				
Soil Conservation Service				
R				
R				
R				
INTERIOR:				
National Park Service				
Bureau of Reclamation				
Grazing Service				
Fish and Wild Life				
General Land Office				
WAR DEPARTMENT:				
TOTALS				







## SECTION 7. FISCAL CONTROL

The Fiscal Control Section of the CCC Handbook includes only such instructions as are peculiar to CCC Work and standard procedure is to be followed except for the variations outlined herein.

The purpose of this Section within the limits mentioned above is to serve as complete reference to instructions up to the date of its last amendment, and to preclude necessity for reference to circular letters of prior issuance.

Some subjects ordinarily covered by instructions from Fiscal Control will be found in other Sections of this Handbook, and cross references have been made where necessary.





### AUTHORIZED CLASSES OF EXPENDITURES

In general, the Forest Service may draw on CCC funds for the following purposes:

- (a) Employment of supervisory and facilitating personnel.
- (b) Travel and subsistence of regular and emergency employees engaged on authorized CCC Work.
- (c) Education and welfare work, furnishing of motion pictures and equipment therefor, and other educational material to the extent that these functions are not delegated to the Army.
- (d) Purchase of office supplies, fuel, furniture and fixtures, tools and equipment, construction and maintenance material required for approved classes of projects.
- (e) Purchase, maintenance, and operation of motor propelled vehicles; provided, that in the case of passenger-carrying vehicles the purchase price and expenditures for maintenance and repair are governed by the restrictions in current legislation.
- (f) Purchase of law books and books of reference, paper, printing and binding. (See Procurement Procedure)
- (g) Freight, express, parcel post, drayage, trucking and team service by the pound, mile or day, both for the transportation of things and to transport men between camps and work places.
- (h) Telephone and telegraph, light, heat, water and other public utility services.
- (i) Lease of land and buildings (except that rentals for land on which to build side camps will not be paid from CCC Funds).
- (j) Rental of equipment.

### DISBURSING OFFICERS

Under the provisions of the Act approved June 28, 1937, (Public No. 163, 75th Congress) the Chief of Finance, War Department, is designated, empowered and directed, until otherwise ordered by the President, to act as the fiscal agent of the

Director in carrying on the work of the Civilian Conservation Corps.

Under this general authority, the Chief of Finance of the Army has designated finance officers at various points throughout the country to pay CCC accounts. Designated finance officers to whom CCC vouchers should be sent for payment are as follows:

<u>Region</u>	<u>Forward to</u>					<u>Address</u>
R-1	(1)	Finance Officer				Ft. Missoula, Missoula, Montana.
	*(2)	"	"	U.S. Army		Seattle, Washington.
R-2	(1)	"	"			Fitzsimmons General Hospital, Denver, Colorado.
	(2)	"	"			Ft. Logan, Denver, Colorado.
	*(3)	"	"	"	"	Ft. Sam Houston, San Antonio, Texas.
R-3	(1)	"	"	"	"	Ft. Bliss, Ft. Bliss, Texas.
	*(2)	"	"	"	"	Ft. Sam Houston, San Antonio, Texas.
R-4	(1)	"	"			Ft. Douglas, Salt Lake City, Utah.
	(185) *(2)	"	"	"	"	180 New Montgomery St., San Francisco, Calif.
R-5	(185) (1)	"	"	"	"	180 New Montgomery St., San Francisco, Calif.
R-6	(1)	"	"	"	"	Vancouver Barracks, Vancouver, Washington.
	*(2)	"	"	"	"	Seattle, Washington.
R-7	(1)	"	"	"	"	Washington, D. C.
R-8	(1)	"	"	"	"	Ft. McPherson, Atlanta, Georgia.
	(2)	"	"	"	"	Ft. Sam Houston, San Antonio, Texas.
						Ft. Bliss, Ft. Bliss, Texas.
	(3)	"	"			San Juan, Puerto Rico.
R-9	(1)	"	"	"	"	Chicago, Illinois.
F.P. Lab.	(1)	"	"	"	"	Chicago, Illinois.
R-10	(1)	"	"	"	"	Juneau, Alaska.
	*(2)	"	"	"	"	Seattle, Washington.

\* To be used when payments are too heavy for the officer first designated, or when more prompt service is desired than the smaller units are equipped to give.

Those followed by the words "U.S. Army," have facilities for handling a large volume with dispatch. Changes in, or additions to, this list must be effected through the office of the Chief of Finance. To this end, any proposed changes or additions should be submitted to the Washington Office.

DEPARTMENTAL REGULATIONS APPLICABLE TO CCC EXPENDITURES:

Subject to restrictions imposed or authorizations granted with respect to the CCC Work by Law, Executive Order, and instructions of the Director, all expenditures of CCC funds allocated to a Department will be governed by the laws and regulations under which the Department's regular work or that of the Bureau concerned is conducted.

NOTE: The above paragraph does not permit payments under authority of special provisions applicable to Department and Forest Service appropriations that have been held by the Comptroller General to be inapplicable to CCC Work of the Forest Service.

(31) ATTENDANCE AT MEETINGS: Due to appropriation limitations on CCC travel, it will not be possible to pay travel expenses for attendance at meetings from CCC funds. Group conferences of CCC employees on matters pertaining to CCC work are not classed as meetings under the limitation.

PROCUREMENT PROCEDURE

Procurement from CCC Funds follows regular procedure with the following exceptions:

(54) (43) (1) ADVANCE APPROVAL OF DIRECTOR, CIVILIAN CONSERVATION CORPS: Authority must be obtained before solicitation of bids or the placing of an order under an existing Procurement Division or other Government contract when amount exceeds \$2500. This requirement applies also to purchases in excess of \$2500 for the replacement of central purchase stocks payable from CCC funds; in these cases the Central purchase organization must see that approval is obtained before the obligation is incurred.

(54) (43) In some instances Central Purchase is reimbursed for materials issued from stock through a reimbursement voucher on which check is drawn and forwarded to the Region concerned for deposit to the credit of the appropriation. Such reimbursement voucher if in excess of \$2500 requires the approval of the Director, Civilian Conservation Corps, and the officer ordering from Central Purchase will be responsible for obtaining the advance approval.

(54) (43) In every case requiring advance approval, the officer placing the order or circulating the bid will assure himself, before obligating the money, that approval of the Director, Civilian Conservation Corps has been obtained. Sample form for obtaining such approval may be found at end of the "E & S" Section.

OPEN MARKET LIMITATION: Effective July 1, 1937, procurements for Civilian Conservation Corps are exempt from the competition requirements of Section 3709, Revised Statutes, when the amount involved is not in excess of \$300. Regional Foresters are authorized to make open market purchases to the limit of this authorization.



Open market purchases by Forest Supervisors and State offices will be limited to a maximum of \$100 except that when in the judgment of the Regional Forester this limit is too high or too low for any forest or State unit, the Regional Forester may fix such other limits (subject to the maximum of \$300) as he considers appropriate. (See also "E & S" Section).

(31) PRINTING: A special sub-allotment will be maintained in the Washington Office to cover all printing whether Emergency Field Printing or otherwise, and advance approval of the Washington Office must be obtained before incurring any obligations for this purpose. All vouchers covering expenditures for printing will be approved in the Washington Office and paid from this fund.

AUTHORITY TO MAKE CONTRACTS: Contracts may be made and obligations incurred on behalf of the United States only by persons authorized by competent authority to do so, in order to:

- (a) Effect legal contracts, and
- (b) Provide adequately for accounting for Government property.

Only contracts executed by a duly authorized person on behalf of the United States may be used for Federal procurements; the use of contracts executed on behalf of a State is not authorized. Individual letters of authority will be issued by the Regional Forester to each State Forester, Conservation Commissioner, or other person responsible for the conduct of CCC Work by the States. (See sample letter of authorization at end of Section).

The authority contained in this letter is broad in scope, but it is not contemplated that it will be exercised to a greater degree than is necessary to meet the needs of the work. This authority cannot be delegated to State officials other than those specifically mentioned therein.

All contracts and accepted bids affecting State allotments must be executed by the authorized State official. The original instrument must bear the signature of an authorized official, with his title and date of signing, which information will be indicated by typewriter, rubber stamp, or otherwise on the carbon copies.

RESTRICTIONS ON PURCHASES BY STATE CCC UNITS:

- (a) No supplies or equipment chargeable to CCC funds will be purchased by the officials of a State without first determining that they are not obtainable from surplus stocks of the Federal Government.
- (b) Purchases of supplies and equipment required for the work of the States will be made by the U. S. Forest Service, except that, when authorized by the Regional Forester concerned, purchases may be made by the authorized State officials in accordance with laws and regulations of the United States.

PURCHASES BY STATE CCC UNITS: All CCC obligations incurred by the officials of a State will be governed by Federal laws, rules and regulations, including regulations of the Department of Agriculture.

WAIVER OF FISCAL REGULATIONS: (See "E & S" Section).

REIMBURSEMENT OF REGULAR APPROPRIATIONS: For reimbursing regular appropriations for supplies furnished CCC, see "Fund Accounting".

CCC Hbk  
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Sup. 150 (1/7/41)  
Sup. 68 (8/7/39)  
Sup. 31 (1/27/39)

## VOUCHER PROCEDURE

### GENERAL

Vouchering will follow in regular procedure with the following exceptions:

CCC vouchers must contain only items payable from CCC funds.

(68)(31) Every voucher must bear at the top in large type the letters "CCC", and must contain the Procurement Authority designation. Procurement authority and purpose numbers must be legibly typewritten on each copy of the voucher as the use of rubber stamps for this purpose is unauthorized.

(31) SCHEDULING VOUCHERS: Vouchers will be scheduled for payment to the designated Army Finance Officer, for list of which see "Disbursing Officers." The original, one duplicate and one Form CCC-12 (statistical copy of voucher) must accompany the schedule. The Form CCC-12 will not be used for vouchers prepared by carriers covering freight and passenger transportation.

Form 79-a-b will be stamped 'PAID' and returned to the unit at the time vouchers are scheduled, the Regional Office number being entered in "Voucher No." space on Form 79-a. Subsequent changes, if any, will be reported to the unit on a supplemental 79-a.

(150)(68)(31) PURPOSE NUMBERS: Purpose numbers to be inserted after the letter 'P' in the procurement authority designation (accounting classification as shown on vouchers) are listed in Finance Circular No. D-14, dated July 1, 1940 and subsequent changes thereto. (For detailed list of authorized purpose numbers, see Finance Section.)

FILE OF AUTHORIZED OFFICIALS: Each Regional Office will maintain a file of names of state officials within the Region who are authorized to certify vouchers and a list of Regional officers authorized to approve CCC vouchers. The names of such Regional officers will be furnished the War Department through the Washington Office, together with notice of changes as they occur.

### PAY ROLLS

TRANSFERS: In decision 17 C.G. 276, the Acting Comptroller General held that CCC funds allocated July 1, 1937, are not emergency funds, therefore, the certificate stating that no employee whose name appears on the payroll was "transferred at a higher salary ----- or, has received an increase in salary within six months after the date of such transfer", is not required on CCC payrolls.

NOTATION RE OATH OF OFFICE: On the initial payroll for new CCC employees who are not under Civil Service appointment, there should be shown in the "Remarks" column the date of entry on duty and notation "Oath of office not required by head of Department".

PAYROLL DEDUCTIONS: When deductions are made on payrolls for property lost or damaged, total amount of such deductions should be added to total of "Net amount paid" column, as the total for which payroll is approved. This is necessary since the Finance Officer will draw a separate check for the amount of the property collection, such check being deposited by the Finance Officer to the credit of miscellaneous receipts. (See "Receipts" and "Accounting Records Property").

(68) The Comptroller General has held that deductions may not be made from salary due employee to reimburse a camp mess fund, a debt to the mess fund not being a debt to the United States. However, with the consent of the employee meals may be furnished under the commissary procedure, the meals being paid for on a 1034 voucher and covering deduction made from the payroll, the regular commissary procedure to be followed.

Classification grades must be shown on payrolls. (See "Personnel - Employees" Section).

CCC Hbk  
WO

Sup. 150 (1/7/41)  
Sup. 72 (8/9/39)  
Sup. 69 (8/8/39)

### REIMBURSEMENT VOUCHERS

LETTERS OF AUTHORIZATION: Authority having been granted the state official in charge of state CCC work by the Regional Forester, the state official should issue individual letters of authorization on Form 535 (revised November 1934). These should be forwarded to the Regional Forester in the usual manner. Numbering of letters of authorization will follow regular procedure.

Specific letters of authorization for definite trips may be issued by the state official on prescribed forms, if authorized to do so by the Regional Forester. (See sample at end of section.)

PER DIEM RATES: The Regional Forester should establish a policy for per diem rates for employees traveling out of state offices and camps.

No expenses for state employees not connected with CCC work will be approved.

(69) ADVANCE OF TRAVEL FUNDS: Authority to approve applications for advance of funds for CCC travel under the Subsistence Expense Act of 1926 is limited to those officials who have been duly designated by the Secretary of Agriculture as required under Departmental Regulation No. 3434. Any such official is considered as having authority to approve applications to Army Finance Officers for advances upon his being certified to the Chief of Finance, by the Chief, Office of CCC Activities of the Department.

FEDERAL REGULATIONS GOVERN TRAVEL OF STATE CCC EMPLOYEES: Expenses of travel performed by officers and employees under the supervision of the states will be in accordance with the Federal laws and regulations and will be submitted to the designated officer of the Forest Service for approval.

EXTRA COPIES FOR FINANCE OFFICER: Extra copies of reimbursement vouchers transmitted to Army Finance Officer need not be accompanied by sub-vouchers and other supporting papers.

TRAVEL AUTHORIZATION FOR ENROLLEES ON DETACHED SERVICE:  
(See "Personnel - Enrollees" section.)

(150)(72) The following War Department CCC Regulation No. 71 \* C \* (2), Change 55, dated July 26, 1940, which was promulgated by the Departmental Office of CCC Activities, provides as follows:



CCC Hbk  
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Sup. 150 (1/7/41)  
Sup. 72 (8/9/39)

(150)(72) "\*\*\* monetary allowances in lieu of quarters and subsistence for enrollees traveling on official duty pertaining to and under orders requested by, the technical agencies will be charged to the sub-procurement authority and purpose number published in Finance Circular No. D-14 for travel of enrollees in connection with War Department activities \*\*\*".

(Note: Adjustments or transfers of funds necessary to reimburse the War Department for travel of enrollees, if needed, will be made by the Departmental Office of CCC Activities in Washington and no action by Field Units will be required.)

TRANSPORTATION

Regular procedure will apply to the handling of CCC bills of lading and transportation requests with the following exceptions:

BILLING INSTRUCTIONS: Billing instructions will read "Civilian Conservation Corps Officer, Forest Service, \_\_\_\_\_".

(150) SCHEDULING: Transportation vouchers will be forwarded to Finance Officer, U. S. Army, Transportation Division, 801 Channing Place, N. E., Washington, D. C. Schedule Form 1064 will not be used, but a letter of transmittal may be used in lieu thereof.

Payment will be recorded in accordance with procedure outlined in the Plan for Reconciliation included hereinafter.

"WQ" BILLS OF LADING: "WQ" bills of lading, issued by the War Department, will be handled as follows:

On receipt of the memorandum "WQ" bill of lading, the unit will take up the amount of the charges and note the same on the memorandum copy before submitting to Fiscal Control. The Fiscal Agent will forward the memoranda "WQ" bills of lading to the Army Finance Officer in Washington.

Payment will be recorded in accordance with procedure outlined in the Plan for Reconciliation included hereinafter.

USE OF B/L's BY STATES: States will use Government bills of lading for CCC in the same manner as is prescribed for regular units. The state letter of authorization number will be shown in the space provided.

SHIPPING TICKETS: The shipping ticket itself will be considered notice of encumbrance of the packing, handling and shipping charges appearing thereon.

Payment will be recorded in accordance with procedure outlined in the Plan for Reconciliation included hereinafter.



CCC Hbk  
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ROUTING OF FILM SHIPMENTS: The Comptroller General requires that express shipments of films must be routed over land grant railroads whenever possible, and if time permits. The routing to cover the return shipments of films will be given in the letter advising the films to be sent.

In order that the half rate allowed on the return shipments of motion picture films may be claimed, it is important that all bills of lading covering return shipments bear the following notation:

"Return Movement, original shipment on B/L

A \_\_\_\_\_ Issued \_\_\_\_\_"  
(Number) (Date)

TELEPHONE AND TELEGRAPH

CCC telegraph and telephone charges should be billed separately, but this need not be carried to the point of voucher-ing for occasional small items which can be absorbed by regular appropriations.

TELEPHONE SERVICE: The following procedure will govern telephone service furnished to CCC camps:

- (a) It shall be the duty of a designated representative of the agency which contracted for the service to maintain at each camp a record of toll calls payable from CCC funds, whether chargeable to an Army or Technical Service allotment, or both; and to require for each toll call a statement or memorandum signed by the individual having authority to approve the call, attesting to the necessity and official nature thereof, and certifying as to the procurement authority chargeable.
- (b) Bill from the telephone company will be verified by the camp representative of the contracting agency by comparison with the individual call authorizations. If correct, a voucher will be prepared and certified in its entirety by the camp representative of the contracting agency showing procurement authority or authorities chargeable. Where the bill is payable partly from an Army allotment and partly from a Technical Service allotment, the portion chargeable to each will be indicated, and the one certification will apply to both procurement authorities. The individual call authorizations showing thereon the procurement authorities chargeable shall be the basis and authority for the contracting agency's camp representative to certify the voucher as to the procurement authority charge pertaining to the other benefiting agency or agencies as well as his own.
- (c) When the amount of the bill is payable entirely from CCC funds (either Army allotment, Technical Service allotment, or both), payment will be made by the Army disbursing officer, regardless of whether the contract for the service was entered into by the War Department or by one of the Technical Services.



- (d) Accomplished vouchers will be forwarded for payment by the contracting agency's camp representative through prescribed channels. A legible copy of each paid voucher will be furnished by the disbursing officer to the District Commander and to the designated representative of the Technical Service, for simultaneous recording of encumbrance and payment.
- (e) Necessary safeguards to keep within limitations of allotments or procurement authorities, if any, for telephone services, shall be the responsibility of the agency whose procurement authority is involved, and under such administrative regulations and procedure as may be prescribed by the respective agencies.
- (f) In carrying out the above procedure, the issuance of subprocurement authorities will not be required, but it will be understood that blanket authorization exists between the Army and the Technical Services to liquidate properly incurred obligations against the allotments of the benefiting agencies involved.
- (g) Where service is rendered involving an obligation partly against regular appropriations of a Technical Service and partly against CCC funds, payment of the telephone company's bill will be made in its entirety by the proper disbursing officer of the department which contracted for the service. The contracting service will then bill the other benefiting service or services for that share of the bill properly chargeable to the appropriations thereof. (See AR 35-880; paragraphs 1 and 2, Circular No. 43, War Department, 1934; and Section II, Finance Bulletin No. 39, February 28, 1934.)
- (h) The foregoing applies to telephone "toll" charges only. Regular telephone rental will be paid from the allotments of the contracting agency without reimbursement, except where two agencies have agreed to bear the service cost jointly with a predetermined division of charges.

Form AD 102 will be used for each Forest Service toll call over Army telephones irrespective of amount of call, unless the Army prefers that its form be used. Army calls over Forest Service telephones may be recorded either on the War Department form or on Form AD 102. Where Form AD 102 is used, the procurement authority chargeable should be indicated on the second line entitled "Division". Should no forms be available when a toll call is made a memorandum in lieu of the form should be prepared.

(165)PERSONAL AND COMPANY FUND TELEPHONE CALLS: Charges for personal and company fund telephone calls including tax will be collected as set forth in Volume 2, Forest Service Manual (FC-M3-12 to 17 inclusive). Amounts collected by the company commanders for such calls will be remitted directly to the technical service concerned in cases where the Technical Service is the contracting agency. The Technical Service will issue a receipt to the company commander and will schedule the amounts of such collections to the disbursing officer on Standard Form 1044 for deposit in Special Deposit Funds pending final disposition.

TELEGRAMS: Telegrams chargeable to CCC funds will be stamped in the upper right hand corner "Bill to: Civilian Conservation Corps, Forest Service \_\_\_\_\_".

CCC Hbk  
WO

Sup. 150 (1/7/41)  
Sup. 70 (3/9/39)  
Sup. 31 (1/27/39)

## ACCOUNTING RECORDS

### Fund Accounting

(150)(70) APPROPRIATION SYMBOLS: For the fiscal year 1941, the major appropriation symbol and title will be 21-7510600 Civilian Conservation Corps (Transfer to War) 1941.

Expenditures will not be coded directly against the major appropriation, but against the proper limitation thereof (corresponding to the object of expenditure) as shown below. In addition to the Appropriation Limitation Symbol, vouchers will be charged to the Sub-procurement Authority assigned the Region, unit or office incurring the obligation and to the specific purpose numbers (see Finance Section) applicable to the limitation.

### APPROPRIATION SYMBOLS AND PROCUREMENT AUTHORITIES APPLICABLE TO CIVILIAN CONSERVATION CORPS ACTIVITIES IN THE DEPARTMENT OF AGRICULTURE

<u>Limitation Symbol</u>		<u>Object of Expenditure</u>	
Other Than Enrollee Pay and			
Maintenance			
21-7510600.101	Personal Services	(01)	
21-7510600.102	Supplies and Materials	(02)	
21-7510600.105	Communications	(05)	
21-7510600.106	Travel of Persons	(06)	
21-7510600.107	Transportation of Things	(07)	
21-7510600.108	Printing and Binding	(08)	
21-7510600.110	Furnishing of Heat, Etc.	(10)	
21-7510600.111	Rents	(11)	
21-7510600.112	Repairs and Alterations	(12)	
21-7510600.113	Special and Miscellaneous	(13)	
21-7510600.130	Equipment	(30)	
21-7510600.132	Structures and Parts	(32)	
21-7510600.153	Refunds, Awards and Indem- nities	(53)	
21-7510600.508	Emergency Field Printing (Controlled by Office of CCC Activities)	(0801)	

CCC Hbk  
WO

Sup. 150 (1/7/41)  
Sup. 70 (8/9/39)  
Sup. 31 (1/27/39)

Limited to Enrollee Pay and  
Maintenance:  
(Applicable to Forest Serv-  
ice, Territories only)

	<u>Object of Expenditure</u>
21-7510600.401	Personal Services, Enrollees (01)
21-7510600.402	Supplies and Materials, (Enrollees' Clothing) (02)
21-7510600.403	Subsistence of Persons, (Enrollees) (03)
21-7510600.406	Travel of Persons (Enrollees) (06)
21-7510600.407	Transportation of Things (Enrollees' Clothing, Shoes, Subsistence Sup- plies, Etc.) (07)
21-7510600.412	Repairs and Alterations, (Clothing for Enrollees) (12)
21-7510600.413	Special and Miscellaneous, (Hospitalization and Medical Care of Enrol- lees) (13)

In addition to the limitation symbols, all expenses incurred by the agency and unit pertaining to camp operation, service in connection with camps or for operating expenses of designated CCC Central Repair Shops still under the supervision of the Department, will be charged to the applicable sub-procurement authority assigned the agency and unit as set forth below:

Procurement Authorities

LCC 300-000	Secretary of Agriculture
LCC 310-000	Secretary's Office
LCC 320-000	Forest Service, Continental United States
LCC 330-000	Soil Conservation Service
LCC 340-000	Beltsville Research Center
LCC 350-000	Forest Service, Territories
LCC 930-000	Forest Service, Territories (Limited to enrollee pay and main- tenance.)

Sub-procurement Authorities

Departmental

LCC 310-017	Secretary's Office - Salaries, Ex- penses, Etc.
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CCC Hbk  
WO

Sup. 150 (1/7/41)  
Sup. 70 (8/9/39)  
Sup. 31 (1/27/39)

Forest Service - Territories

100	350-008	Puerto Rico - All expenses except enrollee pay and maintenance.
100	350-010	Alaska - All expenses except enrollee pay and maintenance.
100	930-008	Puerto Rico - Limited to enrollee pay and maintenance.
100	930-010	Alaska - Limited to enrollee pay and maintenance.

Forest Service - Continental United States

100	320-901	Region 1
100	320-802	Region 2
100	320-803	Region 3
100	320-904	Region 4
100	320-905	Region 5
100	320-906	Region 6
100	320-007	Region 7
100	320-408	Region 8
100	320-609	Region 9
100	320-017	Washington Office
100	320-091	Bureau of Plant Industry
100	320-092	Bureau of Entomology and Plant Quarantine
100	320-093	Washington Office Photography
100	320-120	NEFE
100	320-931	Region 1, Central Repair Shops Operation
100	320-935	Region 5, Central Repair Shops Operation
100	320-037	Region 7, Central Repair Shops Operation
100	320-438	Region 8, Central Repair Shops Operation

Soil Conservation Service

100	330-301	Region 1
100	330-402	Region 2
100	330-503	Region 3
100	330-804	Region 4
100	330-605	Region 5
100	330-806	Region 6
100	330-707	Region 7
100	330-808	Region 8
100	330-909	Region 9
100	330-910	Region 10
100	330-017	Washington Office



CCC Hbk  
WO

Sup. 150 (1/7/41)  
Sup. 71 (8/9/39)

Beltsville Research Center

100 340-001

NOTE: The sub-procurement authorities listed under the 310-000, 330-000 and 340-000 series, although they do not apply to the Forest Service, are given for information only.

PROCUREMENT AUTHORIZATION: CCC funds allotted to the Forest Service are under procurement authorization issued by the Chief of Finance, War Department, which constitutes our authority to incur obligations. Expenditures from sub-allotments must be recorded and accounted for by states, as is done in the case of R. & T. and F. R. D. funds.

ACCOUNTING PROCEDURE: The unit will enter allotments and vouchers on allotment and voucher register, Form 19-CCC. When projects are involved, charges against CCC will be entered in the section "Expenditures from Appropriations" on Form 19-h, including time of persons paid from CCC funds allotted to the Forest Service. Time and expenses contributed from Forest Service appropriations will be entered in the "Contributed" columns in the usual manner.

FOREST SERVICE ACCOUNTING SYMBOLS: Forest Service accounting symbols applicable to the procurements affecting the Forest Service are:

	F. S. Accounting Symbol
(150)(71) 100 320-000	1100
100 350-000	11020
100 930-000	11021

CCC Hbk  
WO

Sup. 150 (1/7/41)  
Sup. 71 (8/9/39)

(150) Form 79-a-b will be used in the regular manner, except that budget coding need not be shown. The forms should be conspicuously stamped "CCC".

Allotments and expenditures from CCC will be reported on Form 44.

Allotments and expenditures will be entered on the unit allotment and voucher registers in the Regional Office; an appropriation control record will be maintained as for regular appropriations.

Budget coding records will be kept by the War Department.

(71) TRANSFER OF FUNDS: Transfer of funds between major procurement authorities will be accomplished in accordance with procedure outlined in the Plan for Reconciliation included hereinafter (Pages 736a to 736g inclusive).

REIMBURSEMENT OF REGULAR APPROPRIATIONS: The Director has set up the following procedure for reimbursing regular appropriations for supplies purchased from regular appropriations and issued for CCC:

"Where supplies and equipment other than surplus, issued from stock, which are purchased from appropriations for the Department concerned, are transferred for use of CCC work, request for reimbursement thereof should be supported by evidence of shipment and receipt by the receiving agent in triplicate, and will be forwarded to the Chief of Finance of the Army for the necessary action towards securing reimbursement from the CCC fund in accordance with instructions of the President. (See Paragraph 4 of Executive Order No. 6101, dated April 5, 1933)".

Question has arisen as to which agency should obtain approval of the Chief of Finance of the Army. The War Department has ruled that the local Army Finance Officer shall forward such vouchers to the Chief of Finance for approval.

INSTRUCTIONS FOR DETERMINING CHARGES  
AT CCC CENTRAL REPAIR SHOPS AND EFFECTING  
SETTLEMENT OF ACCOUNTS BETWEEN CCC AGENCIES

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The increasing number of CCC central repair shops serving more than one agency makes it desirable to adopt uniform methods and procedures in determining charges for such work, and in making financial settlement between the agencies involved. Such methods and procedures are set forth below. The underlying principle is to distribute on a fair basis the expenditures made by the operating agency to all agencies patronizing the shop. (In order to avoid misunderstanding it is here pointed out that the charges for this purpose determined as set forth below are not designed to represent the total cost of equipment repair. If and when it is decided to secure over-all cost figures for repair work at the various shops on a uniform basis suitable instructions will be issued.)

Operating Fund

Agreement has been reached by representatives of the three Departments (War, Interior, and Agriculture) that the Department responsible for the operation of each central shop will provide (through its administrative unit designated to handle the shop) funds sufficient to meet current expenditures pending the settlement of accounts.

Charges

Charges for work performed by CCC central repair shops to be used as the basis of financial settlements between involved agencies will be determined as follows:

- (A) Charges will be grouped into two main classes designated MATERIAL and SHOP OPERATION.
- (B) MATERIAL will include parts and supplies for which the definite quantities used on each repair job can be readily determined. The quantities of such parts and supplies used on each repair job will be charged directly

to the job at actual cost (purchase price plus cost of delivery at shop - freight, express, etc.). Minor items consumed which it is impracticable to charge directly to specific jobs will be included under SHOP OPERATION (included in this category are operating supplies such as oil, waste, screws, grease, tacks, nails and similar items).

- (C) SHOP OPERATION will include expenditures (actual unless otherwise specified) by the operating agency for -

a. Salaries, wages and other expense for

- (1) Shop employees including Superintendents or Managers, Foremen, Inspectors, Mechanics, Truckdrivers, Stockroom and other Clerks, Watchmen, Janitors and employees engaged directly with the shop operation.

The amount included for soldier labor will be determined by using a rate of 40 cents per hour for hours worked.

No amount will be included for Enrollee labor in determining cost of SHOP OPERATION.

- (2) Employees, if any, chargeable to the shop operation but who are not part of the shop organization.

- b. Rent, maintenance and repair of buildings.  
No depreciation or rental charge will be made for Government-owned buildings.
- c. Maintenance, repair and replacement of shop tools and other minor equipment.
- d. Repair, maintenance of towing trucks, mobile repair units and other vehicles used in shop operations.





- e. Utilities: Including power, heat and light, telephones, telegraph and similar services.
  - f. Operating supplies: Oils; grease, waste, screws, cotterpins, tacks, nails, charcoal, grinding compound oxygen, acetylene and similar items which it is impractical to charge directly to specific job.
  - g. Gasoline, oil, and other materials and supplies used in the operation of mobile units, towing trucks and other shop vehicles and equipment.
  - h. Stationery and office supplies.
  - i. Other.
- (D) The charge for SHOP OPERATION will be based upon the hours of direct labor and a rate per hour for such labor defined as follows:
- a. Direct labor will include only the actual hours of all labor including enrollees employed directly on repair jobs (travel time incident to operation of mobile units and towing trucks will not be charged as direct labor).
  - b. The rate per hour to be charged for the direct labor will be computed quarterly by dividing the total expenditures for SHOP OPERATION during the preceding three-month period (see paragraph 3 above) by the total number of hours of direct labor charged to repair jobs during the same period.
  - c. A complete statement of the computations used in determining the rate per hour will be furnished quarterly to all agencies utilizing the shop. During the first three-month period of operation the rate per hour will be arbitrarily determined for the first month and then adjusted as found necessary.

- (E) The same hourly rate will be charged for all direct labor regardless of whether it is civilian, soldier, or enrollee. A bill, or copy of the job order, showing the charges for each repair job will be furnished the designated representative of the agency concerned upon the completion of the work. The bill will show the MATERIAL charges itemized with quantity and unit price of each item and the SHOP OPERATION charge with the number of hours of direct labor separately in each of the three categories civilian, soldier, and enrollee together with the total hours of direct labor and rate per hour.
- (F) Unusual expenditures which may be necessary from time to time such as purchases of expensive shop machinery and transportation equipment, construction of buildings, etc., will be adjusted by special agreement between the Departments at the time they are made.
- (G) An Agency turning in surplus parts to Central Shops will be given credit on its shop account equal to the current value of such parts (new not salvaged) as it is estimated will be needed for repair work at the shop within the ensuing twelve months. The amount of such credits will be determined by agreement between representatives of the Agencies involved (usually the Shop Manager and Departmental Inspector).

Such credits may be used in the part payment of current repair bills in amounts not exceeding the MATERIAL charge.

#### Settlement of Accounts

As stated above a copy of the job order or requisition for each repair job or transaction will be furnished the representative of the receiving agency immediately upon completion of the service. The order should show: (1) Order number; (2) description of work performed; (3) itemized list and cost of materials; (4) hours of direct labor

(civilian, soldier, and enrollee, separately); (5) rate per hour charge for shop operation; (6) total cost of job or service performed.

At the close of each month the agency operating a shop will render to each agency involved a Statement of Account (copy appears at end of this Section) which will summarize all job orders (bills) rendered that agency during the month and state the total amount due the operating agency. Semi-monthly statements will be rendered in the month of June. The following procedure will be observed:

1. The operating agency will prepare the Statement of Account in sextuplicate.
2. One of the memorandum copies of the Statement of Account will be retained by the operating agency, and the original and the other four memorandum copies will be forwarded to the receiving agency, the responsible officer of which will -
  - (a) Execute administrative certificate as to satisfactory performance and acceptance of work billed, and sign the certificate on the original.
  - (b) Indicate procurement authority to be charged on all five copies.
  - (c) Retain one memorandum copy, send the original and two memorandum copies to the Chief of Finance, United States Army, Washington, D.C., and return one memorandum copy to the billing office as notice that the Statement has been approved and forwarded to the Chief of Finance.
3. Upon receipt of the Statement of Account the Chief of Finance will -
  - (a) Debit and credit the respective procurement authorities of the operating and receiving agencies indicated on the Statement.
  - (b) Retain original.

- (c) Return one copy marked "debited Office Chief of Finance", to the receiving agency at the address indicated thereon.
- (d) Return the remaining memorandum copy marked "credited, Office Chief of Finance" to the operating (billing) agency at the address indicated.

Under (c) and (d) copies for Agriculture bureaus will be sent to the Department of Agriculture (CCC) instead of direct to the bureau concerned.

REIMBURSEMENT OF ARMY CONSTRUCTION FUNDS: Reimbursement of Army funds for construction of special buildings, or other services, rendered Technical Services will be handled in the same manner as stated above for Central Repair Shops.

REIMBURSEMENT FOR GASOLINE, OIL, ETC.: Where supplies are furnished to the Army from stock purchased from regular appropriations, payment will be made by check drawn by the Finance Officer on regular voucher. Such checks will be deposited to the credit of the appropriation from which the original purchase was made.

There are two methods by which reimbursement of CCC funds may be had for gasoline, oil, and other supplies furnished to the Army:

1. Where the supplies were procured originally from CCC and issued on requisition to the Army, a "Statement of Account" may be prepared and submitted as described above.
2. Most Regions have found it preferable to have the Army replace issues, particularly of gasoline and oil, in kind. This method has been worked out satisfactorily in the three eastern Regions by cooperation with the Army. Two methods of operation are in use:
  - (a) At the end of each month the Project Superintendent furnishes the Camp Commander with a statement of the

1006

quantity of gasoline, oil, and other supplies issued for Army use during the preceding month, and the Camp Commander then purchases from Army funds like quantities and replaces them in Forest Service stocks; or

- (b) Upon each delivery of gasoline the driver is required to make two delivery tickets - one to the Army for its share upon the basis of issues since the previous delivery, and one to the Forest Service for the remainder. This latter method is perhaps the simplest and most satisfactory.

(166)REPAIRS CHARGEABLE OTHER THAN CCC: It is permissible to repair CCC equipment with funds from Federal appropriations other than CCC which are available or with funds made available by cooperators.



Cost Keeping

NATIONAL FOREST UNITS: Cost Accounting Manual instructions are supplemented by the following:

Officers having charge of Forest Service work will keep a record of the working time of the enrolled men by activities and projects. This record will not be kept by individuals. The records show the number of man-days each day on each activity, together with the project distribution, for which provision is made on the back of the service report, so as to account in terms of man-days for all work performed. Assuming that Form 26 service report will be used for this purpose the following will illustrate the entry for a day, say August 1, on which date 190 enrollees are presumed to have performed a full day's work as follows: 50 construction of Camp Creek Truck Trail, 25 maintaining trails, 15 maintaining telephone lines, 50 planting, and 50 fire suppression.

The preparation of Form 26, with the August 1 entry, would be:

<u>Enrolled men,</u> <u>Blue Mt. Camp</u> (Name)	<u>August, 1935</u> (Month)						<u>Whitman, N.F.</u> (Forest or Unit)
<u>Activities:</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>etc.</u>	
16	25						
19.1	15						
20	50						
26.1	50						
40	<u>50</u>						
Total	190						

Similar distribution for the other days of the month would be made in the proper date column. On the back of the service report the project distribution (classes for Maintenance and individual fires for Suppression) will be maintained in the terms of man-days. These service reports will be kept in the same manner as for individuals except that man-days for the group take the place of hours. Form 26 should be used unless the spaces are inadequate, in which event a larger form following the design of Form 26 may be substituted.

CCC Hbk  
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The summarization of service reports for enrolled men will be similar to that for individuals. A Form 34a will be used for each camp with a later summarization for the forest on Form 34.

Each Form 21-j covering a CCC project must bear notation "CCC".

In the Annual Road and Trail Report, the computed CCC labor values for both construction and maintenance will be included in accordance with instructions issued annually by the Division of Engineering.

In determining fire suppression costs for Forms 929-928-924 and 930 (Sheet A) instructions of Washington Office will be followed.

STATE CCC: The question of how far the States should go in the matter of cost accounting, or the methods to be employed in determining activity or project costs is for determination by State authorities. Insofar as the Forest Service is concerned, cost data for State projects are not required. The fund accounting and expenditure data currently compiled will furnish sufficient information to meet the needs of the Director and Forest Service.

### Property Accounting

IDENTIFICATION OF CCC PROPERTY: Form 331 property cards for property procured from CCC funds will be identified by the letters "CCC" to facilitate segregation from property purchased from regular funds.

PROPERTY ACCOUNTABILITY PROCEDURE: Property accounting procedure for States will be similar to that prescribed for regular units. When transferring property from one Region to another, transfer form should show whether the property was purchased from CCC funds. The transferring Region should show clearly that it is CCC property where such is the case, and the receiving Region should take it up as such.

CONDEMNATION OF PROPERTY: (See "E & S" Section).

DISPOSAL OF SURPLUS PROPERTY: Follow regular procedure except as otherwise specified in the "E & S" Section.

COLLECTIONS FOR LOST PROPERTY: For disposition of receipts resulting from CCC property lost, damaged or stolen, see "Receipts".

For payroll deductions from supervisory and facilitating personnel covering property lost or damaged, see "Voucher Procedure" (Payrolls) and "Receipts".

Where deductions from pay of enrollees are made for property lost or damaged, the Finance Officer will transmit the amount so deducted by check to the Forest Service, with a statement as to the property for which collection is made, the official responsible therefor, and the member from whom collected. (Par. 95b, CCC Regulations, War Department, December 1, 1937).

(131) The Army is responsible for final adjustment in cases of Government property lost or damaged by enrollees, including related collections or payroll deductions. (Paragraph 64, CCC Regulations, War Department.)

(131) When an article of Government property (other than motor vehicles) is lost or damaged by an enrollee, the camp superintendent shall obtain a statement from the enrollee involved showing (1) list of articles, (2) circumstances attending loss or damage, (3) action taken to recover lost articles, (4) any other pertinent information.

(131) The enrollee's statement will be submitted to the camp commander with a memorandum by the camp superintendent showing (1) estimated value of property, (2) whether and to what extent enrollee was negligent, (3) any other pertinent information, (4) request for copies of camp commander's determination.

(131) Upon receipt of copy of camp commander's determination, the regular property accounting procedure will apply. (See Forest Service Manual FC-G.)

WASHINGTON OFFICE PURCHASES: Regular property receipt and Form 411-a should be secured by the Regional Office from States and Forest Units to cover Washington Office purchases of heavy equipment. Complete information as to appropriation, cost, freight, and liquidated damages should be shown on property receipt.

SHIPPING TICKETS: On shipments of surplus Army material the War Department furnishes an extra copy of the shipping ticket. Accountable property covered by shipping tickets should be taken up on the property records. Property transfer form should show shipping ticket number, appraised value, Army value, shipping and handling charges, procurement authority, and Government bill of lading number.





### APPOINTMENT ACTIONS

For instructions regarding the following activities, see "Personnel - Employees" Section.

Job Classification  
Employment  
Transfers  
Reinstatement  
Appointment  
Leave  
Furlough

RETIREMENT DEDUCTIONS: The War Department does not accept responsibility for recording and reporting retirement deductions of CCC employees. A number of cases have come to attention in which an employee who had had retirement status immediately prior to employment on CCC was being paid full salary by the Forest Service instead of continuing retirement deductions on CCC rolls. To determine the status of CCC employees with relation to the Retirement Act, each person employed without formal appointment (except unskilled laborers) whether by the State or Forest Service will be required to fill out and submit to the Regional Office a mimeographed form showing record of previous Government service, which form will be retained in the Regional Office. (See sample form at end of Section). The last paragraph on the mimeographed form is not required for the purpose of the retirement deduction record, but is inserted as a means of determining whether there are any employees who are also drawing an annuity because of age or disability retirement, since the Comptroller's decisions do not permit payment of both wages and annuity for the same period. Employees who show that they have had previous service under the Federal Government should be furnished with and requested to fill out a personal history sheet (Standard Form 6) which should be forwarded to the Washington Office for transmission to the Secretary. Each of these forms should be plainly marked with the letters "CCC", and it should be noted on each whether retirement deductions are being made. Upon receipt of the personal history sheet of such employee, the Department will determine whether they have retirement status, and the Regions will be advised whether retirement deductions should be made and the date effective.

## COMPENSATION FOR INJURY

SUPERVISORY AND FACILITATING PERSONNEL: Injury reports for supervising and facilitating personnel will be handled in accordance with regular procedure, but the forms should show that the injured person is employed in CCC work.

It is requested by the Compensation Commission that all compensation forms bear the approval of a Regional Forester, Regional Fiscal Agent, Forest Supervisor, Director of Experiment Station, District Inspector, (or persons acting in these positions), together with official title, so that there will be no doubt as to connection with the Forest Service. The Commission has no means of determining that Superintendents, or persons employed in State CCC work, are officers of the Government, and because of their number it would be impracticable to keep the Commission informed of their status. Moreover, it is desirable that these claim papers be reviewed and signed by regular Forest Service officials. (See also paragraph "Medical Attention" Personnel-Employees Section).

ENROLLEES: The Forest Service official in charge of the work on which the injury occurs should furnish the War Department representative with signed statements giving all available information concerning the injury. The preparation and forwarding of forms and corresponding with the Employees Compensation Commission is a function of the War Department. This compensation work should not be viewed as a Forest Service duty, as the men are enrolled under the War Department, but since the Forest Service officials are in charge of the actual work and are in position to be more familiar with the circumstances, it is necessary for them to co-operate fully and see that all pertinent information is furnished; the Army officials will have to rely principally on the Technical Service men for this information.

As the men are under the jurisdiction of the War Department while in camp, the Technical Service has no responsibility as to injuries suffered in camp. However, should Technical Service personnel have knowledge of such injuries they will furnish statements as witnesses upon request. (See also paragraph "Pay and Allowances" Personnel-Enrollees Section, and CCC Regulations, War Department).

STATE CCC REPORTS: Injury reports from States will be forwarded to the proper Forest Service office. These reports must be reviewed by, and bear signature and title of an authorized Forest Service official, so there will be no doubt as to connection with the Forest Service.

### CLAIMS FOR DAMAGE

Damage claims will be handled by the agency having jurisdiction of the activity from which the claim arises. In the event of difference of opinion between the Camp Commander and the Forest Service representative as to jurisdiction in a particular case, the question will be referred to the Corps Area Commander, whose decision will be final.

Where an accident properly reportable by the Army has been investigated and reported upon by the Forest Service in the absence of the local Army officer, an effort should be made to have the Army accept the report. Investigation by a Forest officer does not imply acceptance by the Forest Service of jurisdiction over such a case.

ACTS OF JUNE 28, 1937, AND DECEMBER 28, 1922: The Secretary's memorandum for Chiefs of Bureaus dated October 29, 1937, and letter by the Director dated September 30, authorize the Department to determine and pay or certify negligence claims in connection with the activities of the Civilian Conservation Corps under the Act of June 28, 1937. The Attorney General holds that the Act of June 28, 1937, supersedes the Act of December 28, 1922, only to the extent of its specific provisions, which differ from those in the Act of December 28, 1922, as follows:

1. The claim.
  - (a) must not exceed \$500; and
  - (b) may include necessary medical and hospital expenses; and
  - (67) (c) must be "presented in writing within one year from date of accrual thereof.
- (17) 2. Damage must be found attributable to negligence on the part of a CCC enrollee or employee as distinguished from a member of the supervisory, facilitating or other personnel, paid from CCC funds, but employed by the Forest Service.
- (58)(49) 3. The Regional Forester will cause appropriate action to obligate or reserve sufficient funds of the procurement authority current on date of accident or damage to provide for payment of all claims approved by the Head of Department under the Act of June 28, 1937.

The present procedure for handling claims under the Act of December 28, 1922, will be followed as to claims under the Act of June 28, 1937, to the point of determination by the head of the



Department. Medical and hospital claims may be filed by the claimant along with property damage claims, if any, on Standard Form 28 or Form AD-24, supported by receipted bills. When submitted to the Washington Office they will be accompanied by administration report as to necessity and reasonableness. After allowance by the head of the Department, a voucher Form 1034 in the approved amount will be prepared in the Washington Office and mailed direct to the claimant with instructions to sign and forward to the Regional Forester concerned. Copy of the notice from the Director of Finance to the claimant and copy of the 1034 voucher will be furnished the Region. The Washington Office will return the approved claim (Standard Form 28 or Form AD-24), to the Region for attachment to the voucher when received from claimant; after certification and approval the voucher will be scheduled to the (17) usual Finance Officer for payment. Reference on Form AD-24 to the Act of December 28, 1922 should be deleted by, or prior to furnishing the form to, the claimant so that consideration of the claim will not be limited to the one act if properly for determination under another.

(17) Decision by the Comptroller General (A-96662, dated September 21, 1938), holds that employees appointed by the Department, formally or informally, such as supervisory, facilitating, skilled workers, etc., are employees of the Department of Agriculture and not of the Civilian Conservation Corps (Act of June 28, 1937), notwithstanding the fact that their salaries are paid from CCC funds. It follows that the fund from which paid is no longer controlling but rather that the appointment status of the employee charged with negligence is now the important factor in determining the applicable act. Therefore, every report should clearly reflect that information. Claims not in excess of \$500 arising from accidents involving negligence of CCC enrollees are for consideration under the Act of June 28, 1937, and all other negligence claims up to \$1,000 under the Act of December 28, 1922.

(17) ACTS OF MAY 27, 1930 AND JANUARY 31, 1931: The Comptroller has ruled that non-negligence claims authorized by the Act of May 27, 1930 arising from CCC work in connection with the protection, administration, and improvement of the National Forests, may be paid from CCC funds regardless of whether the work from which the claim arises is performed by CCC enrollees, facilitating personnel or regular employees. Payment of non-negligence claims resulting from CCC work on State or private lands under supervision of the Forest Service is prohibited.

(17) Under the Act of January 31, 1931, reimbursement may be made to owners for loss, damage or destruction of equipment obtained by the Forest Service for CCC work regardless of whether the work is conducted on National Forests, State, or private lands under supervision of the Forest Service. Claims under these acts arising from CCC activities should be handled in accordance with detailed instructions contained in Sections FC-N3 and N4, Vol. 2, Forest Service Manual. Claims under the Act of January 31, 1931 arising out of State CCC work must be accompanied by citation of authorization under which the officer executing the contract is authorized to contract on behalf of the Federal Government.

(17) The amount paid supervisory and facilitating personnel, employed by the Forest Service for indefinite periods, for hire or rental of property, is subject to the annual limitation of \$3,000 for the Forest Service and must be included with other expenditures for the Region within the annual allocation to the Regional Forester. (Forest Service Manual, FC-C2(3)).

(58) ACT OF APRIL 10, 1928: This Act does not apply to claims for damage arising from torts of Government employees. Under it only claims, meritorious in the opinion of the Comptroller General arising from contractual relationships and not legally payable from available funds may be certified to Congress by the Comptroller General.





## RECEIPTS

COLLECTIONS FROM STATE AND PRIVATE LANDS: See "Camp Program and Project Work" Section.

Remittance representing the Government's share of the profits derived from state and private land or its products as result of Civilian Conservation Work, should be drawn payable to the Treasurer of the United States and mailed to the Chief, Forest Service, Washington, D. C., through the Regional Forester, accompanied by appropriate identifying letter of transmittal. After recording in the Washington Office such remittances will be forwarded to the Chief of Finance, U. S. Army, for depositing in the special Treasury account established for the purpose. The symbol and title of the account is \$4279, reimbursement by states for Emergency Conservation Work, profits on sales of land or its products (name of state to be added)".

LOSS, DAMAGE OR DESTRUCTION OF CCC PROPERTY: Receipts for loss or destruction of property will be transmitted to the Regional Forester, accompanied by appropriate property form. All remittances will be drawn payable to the Treasurer of the United States.

Upon receipt of such remittances the Regional Foresters concerned will forward the remittances to the proper Army Finance Officer. Each remittance will be accompanied by a letter of transmittal describing the item as "Receipts for loss, damage or destruction of Government property for deposit to Miscellaneous Receipts - 4330" and identifying the item by case designation or otherwise in sufficient detail to identify it with the particular transaction.

The procedure should be followed for collections from outside persons or firms responsible for damage to Government property (as in traffic accidents) as well as for collections from employees.

VOUCHER REPAYMENTS: Voucher repayments will be deposited to the credit of the appropriation through the accounts of the Army Finance Officer.

Sup. 150 (1/7/41)

Material previously shown on this  
page has been deleted.

## REPORTS

(150) MONTHLY OBLIGATION REPORTS: Part 2, Form CCC-10 (or Part 4 for authorized CCC Central Repair Shops), will be used by the Regional Office in submitting obligation reports to the Washington Office. The report should reach the Washington Office not later than the twelfth day of the succeeding month.

Obligations will be reported by objects of expenditures, group headings, purposes or limitations as provided for on the form.

When preparing the report for the current month, the exact figures as shown in the 'Total Obligations' column of the previous month's report will be forwarded to the 'Obligations Brought Forward' column of the current month's report as a beginning point. The total expenditures for each object class as shown on Form 19 CCC (to which will be added the outstanding or unvouchered obligations) will be set down in the 'Total Obligations' column of the current month's report. The difference between the two columns will be the amount to be reported as 'Obligations Current Month', which amount will automatically include any adjustments made subsequent to submission of the previous report. The amounts thus reported as Current Obligations, although they may not be the exact obligations incurred during the month, will be the amounts which, when added to the previous obligations reported, will equal the latest known totals to date.

(50) Obligations reports for procurement authorities which have passed their period of availability will be submitted as of June 30 corrected to July 31, August 31, September 30 and December 31 of the subsequent fiscal year. The December 31 report of prior fiscal year's transactions will be considered final for the fund unless it becomes necessary to call for special reports thereafter. Unforeseen obligations which may arise to exceed available balances should, of course, be reported currently.

MONTHLY FINANCIAL STATEMENTS: Monthly financial statements will be submitted to the Washington Office on Forms 672, Statement of Balances, General Ledger Accounts and 673, Schedule of Balances, Status of Appropriations.

BUDGET CODING - SALARIES AND WAGES: (See paragraph in Finance Section.)

MISCELLANEOUS

CHANGES IN STATE FISCAL REGULATIONS: Under date of February 15, 1936, the Director approved changes in his Supplemental Regulations relating to State Fiscal Transaction, dated May 20, 1933, to require that such transactions conform to Federal laws, rules and regulations. The Sections of the Regulations as amended, follow:

Sec. 5. All purchase and other obligations incurred by the officials of a state and travel expenses of persons under its supervision will be governed by Federal laws, rules and regulations, including regulations of the Department of Agriculture.

Sec. 14. No supplies and equipment chargeable to this fund will be purchased by the officials of a state until after determining in accordance with Paragraph 3 (e) that they are not obtainable from surplus stocks of the Federal Government. Purchases of supplies and equipment required for the work of the following states will be made by the Regional Forester of the U. S. Forest Service having jurisdiction over the Forest Service work within the respective states, except for emergency purchases not exceeding \$100 ~~\$50~~ when procurement through the Forest Service would occasion delays detrimental to the public interest: Oregon, Washington, California, Montana, Idaho, Wyoming, Utah, Nevada, Colorado, Nebraska, Kansas, North Dakota, South Dakota, Arizona and New Mexico. Supplies and equipment required for the work of other states will be purchased by the authorized state officials direct from the manufacturers and dealers in accordance with the laws and regulations of the United States, including the regulations of the Department of Agriculture.

Sec. 15. Expenses of travel performed by officers and employees under the supervision of the states will be in accordance with the Federal laws and regulations, including the regulations of the Department of Agriculture and will be submitted to the designated officer of the U. S. Forest Service for approval and transmittal to the Finance Officer of the War Department.



COMMISSARY: By decision A-62188 of August 15, 1935, the Comptroller ruled that the Forest Service Commissary Act (Sec. A-4, Act of March 3, 1925) is applicable to employees paid from CCC funds. The decision requires that commissary purchase vouchers carry reference to the payroll from which the covering deductions were made.

MAILING FRANK: State Foresters and Conservation Commissioners holding appointments as collaborators may use the official mailing frank for transmitting material pertaining wholly to CCC.

Project Superintendents and other officials engaged in CCC whose salaries are paid from Federal funds may use the official mailing frank for transmitting CCC material, provided that franked mail issuing from their several offices show in the space between the Forest Service shield and the words "Official Business" the headquarters (Town and State) of the official using the frank.

Use of the official frank by State District Foresters, State Rangers, field men, etc., whose salaries are not paid from Federal funds, is limited to material being forwarded to appointed collaborators and Federal employees having franking privileges, and then only by use of previously addressed envelopes furnished them for the purpose. For such purposes the official address of the issuing officer should be in somewhat the following form:

Mr. John Doe,  
Collaborator, U.S. Forest Service,  
Office of State Forester,  
Springfield, Illinois.

STATE MOTOR VEHICLE LAWS NOT APPLICABLE: The States are without authority to require State operators' permits or State certificates of title for Government motor vehicles. CCC license plate will be used on CCC motor vehicles.

LIABILITY INSURANCE: Under Forest Service group policy for liability insurance enrolled members of the CCC are not eligible.

FINANCIAL RESPONSIBILITY OF STATE OFFICERS: The question has been raised as to whether State officers approving CCC vouchers can be held financially responsible for disallowances. This question cannot be definitely answered. The same care should be used in connection with State CCC expenditures as

with Forest Service. In the event of inability to collect for disallowances, there is no apparent method by which any Forest Service official could undertake to assume the obligation, as in all probability these will be numerous and in the aggregate in large amount.

As suspensions and disallowances are received covering State vouchers they should be referred to the State official for explanation or settlement, and a reasonable effort made to effect collections. For employees still working these collections should be insisted upon; for employees out of the service, where collection is impossible, they will be in the same status as disallowances on Federal employees who have left the service.

FIELD AUDITS: Frequent audits of Forest units, State CCC offices and camps should be made to the end that the responsibility of the Forest Service for this important work may be fully met. Such audits will follow the current "Audit and Inspection Outline".

A Plan For Facilitating Reconciliation Of CCC  
Expenditures and Collections Between The  
Records Of The Fiscal Agency And The  
Technical Agencies

(Revised June 10, 1938)

1. Vouchers Paid by Local Finance Officers:

Vouchers for payment by finance officers will be accompanied by Form 1064, Schedule of Disbursements, in duplicate; one copy showing disbursing officer's Voucher No. and date of payment, will be returned promptly after payment to the submitting office (or such other office as is designated). (If technical agency desires that copies be sent both the submitting office and another office, schedules will be furnished in triplicate). Each schedule will be totalled by the submitting agency. All vouchers on a schedule if in order for payment will be paid at the same time. Vouchers returned to the submitting agency for correction or withdrawn by the finance officer for direct settlement will be deleted from the schedule. To facilitate payment at one time, vouchers will be scheduled separately by the following classes: Payrolls, travel, and purchase; for purchase vouchers separate schedules will be made for (a) contract vouchers, (b) open-market purchases and (c) vouchers bearing discounts.

Reconciliation: At end of month the local finance officers will prepare and forward in duplicate to each scheduling office a recapitulation of schedules paid for such office, showing schedule numbers and amount paid on each schedule, with total amount, as a basis for determining that payments by the finance officer agree with the technical agency records. (See also No. 7, Joint Telephone Accounts). The scheduling office, after determining that the recapitulation agrees with its records, will certify one copy as being in agreement with its records and forward it to the Bureau's Washington office. Differences, if any, will be reconciled with the local finance officer and any necessary corrections made before a copy is forwarded.

Payments by finance officers will be tabulated monthly by the Chief of Finance who will forward to the Department of Agriculture (CCC) in duplicate a separate tabulation for each procurement and sub-procurement and for each paying office, showing voucher numbers and amounts paid, accompanied by copies of the supporting vouchers. These papers will be used in reconciliation as hereinafter provided.

## 2. Bills of Lading Issued by Technical Agency:

These will be stamped for billing to the technical agency office handling the carriers' vouchers. Extra copies of bills of lading for return by the finance officer to the technical agency need not be prepared but carriers' vouchers will be sent the finance officer in triplicate, original and two memorandum copies. Where the transportation company is not now furnishing a sufficient number for this purpose effort will be made to obtain the necessary number from the carrier. When not so furnished the technical service will prepare the extra memorandum copy.

Forwarding and Reporting: Transportation vouchers accompanied by Government bills of lading will be forwarded to the Finance Officer, United States Army, Munitions Building, Washington, D. C., Transportation Division, and need not be accompanied by identifying letter or schedule. After payment and inclusion in tabulation, the Chief of Finance will forward to the Department of Agriculture (CCC) currently a memorandum copy of voucher showing voucher number and date of payment, together with any deletions or changes in bill of lading amounts. Deleted bills of lading will be returned by the F. O. to the carrier with instructions to voucher again to the office to which originally vouchered. If despite such instructions the carrier vouchers direct to the Finance Officer in Washington, a copy of the voucher will be forwarded to the Department of Agriculture (CCC) in the usual manner. Technical agencies will submit vouchers currently to facilitate prompt settlement with carriers. Transportation vouchers not based on Government bills of lading such as those of local highway carriers will be scheduled to the local finance officers for payment in the same manner as other vouchers paid locally.

Transportation payments by the Finance Officer in Washington will be included in the tabulation described under No. 1.

## 3. Transportation Requests Issued by Technical Agencies:

These will be stamped for billing as in the case of bills of lading; number of voucher copies and handling of vouchers, payment and tabulations will be the same as for bills of lading. Vouchers for expense of transportation not covered by transportation requests will be submitted for payment to the local finance officers.

## 4. Bills of Lading Issued by Army:

The WQ bills of lading issued by the Army chargeable to technical agency procurements will be stamped for billing to the Army. After payment of a voucher a skeleton voucher will be prepared for each agency to whose procurement charges are made thereon, showing numbers and amounts of included bills of lading for such agency, together with the applicable procurement or sub-procurement numbers. The skeleton voucher will be forwarded to the Department of Agriculture (CCC) as for No. 2.



Reconciliation: The reconciliation procedure will be the same as for other bills of lading.

5. Transportation Requests Issued by Army:

These, when chargeable to technical agency procurements, will be handled similarly to bills of lading issued by the Army, including notice to the technical agency (through the Department of Agriculture (CCC)) and reconciliation.

6. Shipping Tickets:

Payment will be made originally from Army procurements. Adjusting voucher or statement will be prepared by Chief of Finance crediting the Army procurement and charging the technical agency's CCC procurement, copy of which voucher or statement will be sent the agency charged (through the Department of Agriculture (CCC)), showing by items the procurement or sub-procurement number chargeable (as indicated on the related requisition) accompanied by copies of the shipping tickets covered.

Reconciliation: Through monthly tabulations or itemization on ledger sheets furnished by Chief of Finance.

7. Joint Telephone Accounts:

For telephone accounts that include charges to more than one agency as many extra memorandum copies of the voucher will be submitted by the certifying office as there are agencies to be charged. After payment, the Finance Officer will send the memorandum copies to the Chief of Finance who will forward these with the monthly tabulations to the agencies charged.

Reconciliation: For agencies other than the submitting agency there will be no schedule for return (as provided under No. 1) but payment will be included in the monthly tabulation under No. 1. For local reconciliation, local offices of the technical agencies and the Finance Officer will agree upon a mutually satisfactory arrangement.

8. Repair Shop Charges:

(35) The cost of operating repair shops performing services for other agencies will be borne currently by the procurement authorization of the operating agency. At the end of the month (or more frequently as arranged by interested agencies) adjustment of expenditures between procurements of the operating agency and agency served will be accomplished as follows: (For all procurements except Bureau of Indian Affairs, Department of the Interior. Adjustments with Indian Affairs must be effected by 1080 voucher as the Treasury disburses for Indian Affairs and the War Department disburses for all other CCC procurements.)



1. The operating agency will prepare invoice in sextuplicate showing:
  - (a) Requisition number, date and designation of receiving agency.
  - (b) Date of performance of work.
  - (c) Description of work and itemization of cost to be charged, in accordance with agreement.
  - (d) Certification, correct, payment not received, original to be signed by billing officer.
  - (e) Procurement authority to be credited.
2. One of the memorandum copies of invoice will be retained by the operating agency, and the original and the other four memorandum copies will be forwarded to the receiving agency, the responsible officer of which will:
  - (a) Execute administrative certificate as to satisfactory performance and acceptance of work billed, and sign the certificate on the original.
  - (b) Indicate procurement authority to be charged on all five copies.
  - (c) Retain one memorandum copy, send the original and two memorandum copies to the Chief of Finance, United States Army, Washington, D. C., and return one memorandum copy to billing office as notice that the bill has been approved and forwarded to the Chief of Finance.
3. Upon receipt of invoice the Chief of Finance will:
  - (a) Debit and credit the respective procurement authorities of the operating and receiving agencies indicated on the invoice.
  - (b) Retain original invoice.
  - (c) Return one copy marked "debited Office Chief of Finance", to the receiving agency at the address indicated.
  - (d) Return the remaining memorandum copy marked "credited, Office Chief of Finance" to the operating agency at the address indicated. Under (c) and (d) copies for Agriculture bureaus will be sent to the Department of Agriculture (CCC) instead of direct to the bureau concerned.

4. Receipt of the above form is in effect a "Check" for reimbursement to cover expenditures made by the operating agency for the receiving agency.

Reconciliation: Will be effected through monthly ledger sheets furnished by the Chief of Finance in duplicate to the Department of Agriculture (CCC).

9. Services, Supplies, etc. (Other Than Repair Shop Charges)  
Furnished By One CCC Agency To Another:

- (35) Adjustments of expenditures between the procurements of the performing agency and receiving agency will be accomplished in the manner outlined under Repair Shop Charges (For all procurements except Bureau of Indian Affairs, Department of the Interior. Adjustments with Indian Affairs must be effected by 1080 voucher as the Treasury disburses for Indian Affairs and the War Department disburses for all other CCC procurements), except that when either the debit or credit affects an Army procurement an extra copy of the invoice (or statement of account) will be made and accompany the papers to the Chief of Finance. Instead of adjustment for supplies furnished by one agency to another, replacement in kind may be made as agreed between the local officials of the CCC agencies concerned.

Reconciliation: Same as for Repair Shop Charges.

10. Transfers between Procurement Authorization Numbers:

Where an agency having more than one procurement authority number applies services or supplies originally paid for from one procurement to work of another procurement authority, the procedure outlined for Repair Shop Charges (No. 8) will be followed, the only difference being that the credit and debit both effect the same agency and invoice in triplicate is sufficient. The adjustment form (in duplicate) will be sent the Chief of Finance who, after crediting the expenditures under one number and debiting expenditures under the other, will return a copy to the technical agency through Department of Agriculture (CCC).

Reconciliation: Through monthly ledger sheets as for Repair Shop Charges.

11. Transfer and Counter Warrants:

Notices of charges by transfer and counter warrant for supplies obtained from the Procurement Division, Treasury Department, will be sent by the Chief of Finance to the technical services currently, through Department of Agriculture (CCC). This will be accomplished by sending the agency concerned (through the Department of Agriculture (CCC)) copy of its purchase order annotated as to transfer and counter warrant and invoice numbers and the amount paid, or by form letter if copy of purchases order is not available.

Reconciliation: Through monthly ledger sheets in duplicate from the Chief of Finance to the Department of Agriculture (CCC) showing for each procurement authority or sub-procurement authority the numbers of transfer and counter warrant, invoices, and purchase orders and amount charged.

12. Direct Settlement Vouchers:

Vouchers withdrawn by the Finance Officer from a schedule, to be sent for direct settlement, are forwarded by that officer to the Chief of Finance. When, in doubtful cases, the technical agency considers direct settlement procedure desirable, it may suggest such procedure to the Finance Officer, who may either follow the suggestion or, if satisfied as to legality, pay the voucher. No vouchers will be sent by technical agencies to the General Accounting Office for direct settlement but after approval by the Director of Finance, Department of Agriculture, will be forwarded through the Chief of Finance, U. S. Army, to insure a record of all direct settlements in that office. When a voucher is submitted by the technical agency to the General Accounting Office for preaudit the agency will send a copy of the transmitting schedule direct to the Chief of Finance for his use, in the event that direct settlement is made. The copy of schedule sent the Chief of Finance will invariably show the procurement authority and purpose number chargeable. When a direct settlement voucher is paid, the Finance Officer, U. S. Army, Washington, D. C., will furnish the Department of Agriculture (CCC), notice of settlement (copy of certificate of settlement) fully identifying the transaction, and showing voucher number, procurement or sub-procurement authority, date of payment and amount paid. The Department of Agriculture (CCC) office will forward the notice through the Director of Finance to the bureau concerned.

Reconciliation: Through inclusion in monthly ledger sheets.

13. Collections:

Deductions on payrolls and transportation and other vouchers to offset collection (when such deductions are credited to appropriations, funds or procurement authorities other than the ones debited) will be included in the amount charged to the procurement authority cited for the debit; credits to the appropriation and procurement authority will be handled as voucher collections. Items of cash collections by the technical agency for deposit to CCC appropriation credit will be scheduled to the Finance Officer in duplicate, one copy being returned to the submitting office bearing the finance officer's receipt. When remittances are unaccompanied by schedules, same will be acknowledged by the Finance Officer. The scheduling office will send one copy of each schedule (including schedules on Form 1096 for vouchers deductions) promptly to the Chief of Finance, U. S. Army, Munitions Building, Washington, D. C., and a copy to the bureau's Washington Office. In the absence of a schedule report by letter will be made to these two offices.

If the Finance Officer makes any change in the amount charged to the appropriation because of voucher deduction collection, he will show the change on the returned copy of schedule and all copies of the voucher with sufficient explanation to enable submitting agency to determine changes to be made in its records. The scheduling office will report such changes by letter, identifying the schedule, to the two offices designated in the preceding paragraph.

Transportation Voucher Deductions: In order to provide a uniform procedure technical agencies will refrain from collecting direct from carriers for loss of, or damage to, Government CCC property in transit and adjustment with carriers will be made by the Army in settlement of the carriers' bills, based on notations by consignee on bill of lading or information subsequently furnished the Finance Officer (Washington, D. C.) by the technical agency.

Reconciliation: At the end of the month the Chief of Finance will furnish the Department of Agriculture (CCC) on ledger sheets in duplicate, separately for each procurement and sub-procurement authority a record of collections deposited to such procurement authorities, whether collections were accomplished by payroll or voucher collections or by cash remittances. (Payroll or other voucher deductions which are merely dropped from the gross amount to be disbursed without being taken up as voucher collections, will not be listed in the monthly ledger sheets).

14. Monthly Statement of Total Disbursements and Collections:

The Chief of Finance will furnish separately for each agency (forwarding to the Department of Agriculture (CCC)) by procurement and sub-procurement authority numbers ledger sheets in duplicate showing (a) expenditures, (b) collections and (c) other adjustments, together with the total not charge to the procurement or sub-procurement authority for the month. If from the records hereinbefore enumerated the technical agency is unable to balance with the Army record or determine the elements of difference, such agency in cooperation with the office of Chief of Finance will determine the cause of existing differences.

15. Ledger sheets and tabulations in duplicate and supporting voucher copies will be forwarded by the Chief of Finance to "Department of Agriculture (CCC), 930 F. Street, N. W., Washington, D. C." the latter office transmitting both copies and supporting vouchers to the bureau concerned. Further reconciliation action will be taken in accordance with Departmental instructions.







U. S. DEPARTMENT OF AGRICULTURE (CCC)

BUREAU (or Unit) \_\_\_\_\_

Procurement Authority \_\_\_\_\_

Reconciliation of Paid Expenditures as of \_\_\_\_\_

Detail	Chief of Finance	Bureau
Total paid expenditures to date as shown on books after closing . . . . .	(a)	(b)
Adjustment required to reconcile: (List each item separately.)	+	+
	-	-
<p>Note: (a) This must be actual figure as calculated from Chief of Finance ledger sheets.</p> <p>(b) This must be actual total paid expenditures to date appearing on Bureaus' books after closing for month.</p> <p>(c) Both columns should be equal. Adjustments should be entered in the column which is in error, thus arriving at the <u>correct</u> expenditure.</p>		
Correct paid expenditures to date (c)		

Date \_\_\_\_\_

Certified correct \_\_\_\_\_  
(Responsible bureau accounting officer)

Title \_\_\_\_\_



CCC Hbk  
WO

### FORMS

With the exception of special forms mentioned, regular Forest Service forms will be used. Following are samples of special CCC forms for use of Fiscal Control.



CCC  
Finance  
Authorization

L.A. No. \_\_\_\_\_

\_\_\_\_\_  
(Official Station)

To the State Official in Charge of  
State CCC Forest Work:

State of \_\_\_\_\_

Dear Sir:

In accordance with the laws, rules and regulations of the Department of Agriculture and the regulations of the Director of the Civilian Conservation Corps, and subject to Federal statutes, decisions of the Comptroller General and orders of the Secretary of Agriculture, and the Chief, Forest Service, you are hereby authorized, during the fiscal year ending June 30, 19\_\_\_\_, to perform the duties necessary to the proper administration of such work in your State under the direction of the U.S. Forest Service and to pay expenses therefor from funds allotted to you from the CCC Fund. Except when otherwise directed, the authority herein contained is also extended to the Acting State Conservation Commissioner or Acting State Forester (or other official acting as officer in charge of this work) and to the Chief Clerk of headquarters office.

You are authorized, pursuant to instructions of the Regional Forester, to perform such travel between your official station, designated above, and points throughout the State as the administration of the CCC Work in your State may demand; to use your personally-owned motor vehicle in the performance of official travel when that method of travel is adapted to the work to be performed; to purchase supplies, materials, apparatus, etc., subject to prior approval of the Director when the amount involved exceeds \$2500; to hire temporary assistants; to solicit bids for supplies and services of all classes, except when otherwise provided by the regulations and/or administrative instructions governing CCC Work, and to open and accept same; to enter into and execute agreements and contracts on behalf of the United States; to issue Government bills of lading; to incur other miscellaneous expenses necessary for the proper accomplishment of the work; to issue letters of authorization to members of your force for travel on a per diem basis and for the operation of personally-owned motor vehicles on either an actual cost or mileage basis.

When in accordance with the instructions of the Regional Forester you and your assistants will be allowed when in travel status a per diem not to exceed \$5.00 per day in lieu of (a) actual expenses for subsistence, and (b) all fees to porters and



stewards, and mileage for the official use of personally-owned motor vehicles at rates not in excess of 5¢ per mile for an automobile and 2¢ per mile for a motorcycle, except that when public transportation facilities are adequate for the purpose mileage will not be allowed in excess of the cost of travel by such public facilities.

District Foresters, Acting District Foresters, and Project Superintendents are authorized, when in conformity with applicable instructions, to purchase supplies, materials, equipment and services necessary for the work under their immediate supervision, provided that no single purchase or procurement under this authority may exceed \$100. The splitting of procurements into two or more transactions to avoid exceeding the \$100 limit is expressly prohibited.

The liabilities incurred under this letter of authorization are limited in amount to the monthly allocations made to your State for CCC Work.

Very truly yours,

Regional Forester.

STATEMENT OF ACCOUNT  
FOR SUPPLIES OR SERVICES FURNISHED BY ONE  
C.C.C. AGENCY TO ANOTHER INVOLVING PRO-  
CUREMENT AUTHORITIES, ONLY, UNDER THE SAME  
FISCAL YEAR C.C.C. APPROPRIATION.

Reserved for use  
of Chief of Finance

(Adjustment to be made by the Chief of  
Finance, U.S. Army, Washington, D. C.)

Date of preparation \_\_\_\_\_

Work done by \_\_\_\_\_  
(Agency furnishing supplies or services)

Work done for \_\_\_\_\_  
(Agency to which supplies or services were furnished)

No. and Date of Order	Date of furnish- ing of supplies or services	Itemization or general description of supplies or services	Cost
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
TOTAL			:

I certify that this account is correct, and that payment therefor has  
not been received, and that reimbursement is properly for credit to Pro-  
curement Authority.

\_\_\_\_\_  
(Billing Officer)

(Indicate here designation of office and address to which Validated Copy  
is to be returned by the Chief of Finance.) \_\_\_\_\_

I certify that the supplies or services billed on this invoice have  
been satisfactorily furnished, that the charge in the amount billed is  
acceptable, and that the cost is chargeable to the following Procurement  
Authority, the available balance of which is sufficient to cover the same:

\_\_\_\_\_  
(Receiving Officer)

(Indicate here designation of office and address to which Validated Copy  
is to be returned by the Chief of Finance.) \_\_\_\_\_

(THIS INVOICE WILL BE PREPARED IN SEXTUPLICATE)



UNITED STATES DEPARTMENT OF AGRICULTURE  
Forest Service

CCC  
Finance  
Authorization

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Date)

Mr. \_\_\_\_\_  
\_\_\_\_\_

Dear Sir:

You are hereby authorized to incur the necessary expenses during the period \_\_\_\_\_ to \_\_\_\_\_ in the performance of your official duties as follows:

1. Traveling expenses between your official station, \_\_\_\_\_ and \_\_\_\_\_.
2. To use your personally-owned motor vehicle in the performance of official travel. Mileage will be allowed at the rate of \_\_\_\_\_ cents per mile for an automobile, it having been administratively determined that this method of travel is more economical and advantageous to the Government than travel by common carrier.

You will be allowed when in travel status a per diem of \$\_\_\_\_\_ in lieu of (a) actual expenses for subsistence, and (b) all fees to porters and stewards.

All expenditures hereunder must be within the terms of the appropriation charged, and in strict conformity with law, the Regulations of the Department of Agriculture, Government Travel Regulations, orders of the Secretary, and decisions of the Comptroller General, and in accordance with instructions issued to you.

Very truly yours,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

NOTE: A certified copy of this letter of authorization must be attached to the reimbursement account for the trip referred to herein when submitted.





Name in full \_\_\_\_\_

Present address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Race: White \_\_\_\_\_ Colored \_\_\_\_\_

Record of past service for U.S. Government other than military or naval:

<u>Department &amp; Bureau or other subdivision</u>	<u>Location of service</u>	<u>Position held</u>	<u>Salary rate</u>	<u>Period employed</u>	
				<u>From</u>	<u>To</u>

1.

2.

3.

4.

5.

6.

7.

8.

In any of the above positions have retirement deductions been made from your wages? \_\_\_\_\_. If so, state which \_\_\_\_\_

\_\_\_\_\_

Has the amount of such deductions been refunded to you? \_\_\_\_\_

Are you receiving an annuity on account of retirement from a Government position either for age or disability? \_\_\_\_\_

If so, state amount \_\_\_\_\_ Department and Bureau in which employed at time of retirement \_\_\_\_\_

\_\_\_\_\_



UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICEMEMORANDUM OF AGREEMENT  
(RENTAL OR HIRE)

Date\_\_\_\_\_

The undersigned \_\_\_\_\_ of \_\_\_\_\_  
(Name of owner) (Address)

hereby agrees to rent or hire to the Forest Service, U.S. Department of Agriculture (State of\_\_\_\_\_)

at \_\_\_\_\_, the following equipment, articles, or things:  
(City and State)

(Describe)

Purpose: \_\_\_\_\_  
(For which rented or hired)

Rate, \$ \_\_\_\_\_ per \_\_\_\_\_ payable \_\_\_\_\_

Rate, \$ \_\_\_\_\_ per \_\_\_\_\_ payable \_\_\_\_\_

Included in consideration \_\_\_\_\_

(For autos, whether gasoline and oil is furnished by owner; for animals, whether feed or stabling is provided by owner, etc.)

\*Risk of loss, damage, or destruction of hired equipment assumed by \_\_\_\_\_  
(Insert "Forest Service" or "owner"; if neither party

assumes risk of all loss, damage, or destruction, show the extent of risk assumed by each, using back of form or a separate sheet if necessary)

Date effective \_\_\_\_\_

Period \_\_\_\_\_  
(If definite, show dates; if indefinite, so state)

Terminable by either party in accordance with the laws of this State.

As parties to this agreement it is hereby certified that the foregoing constitutes a full and correct summary thereof.

Owner \_\_\_\_\_  
(Signature)Contracting  
officer \_\_\_\_\_  
(Signature)Witness \_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Title)

\* Show appraised values on back if risk is assumed wholly or partly by Forest Service.

(To be filled in only when Government assumes risk of loss, damage, or destruction)

NOTE.—Risk of loss, damage, or destruction to rented buildings or quarters will not be assumed by the Forest Service.

REPORT SHOWING DISTRIBUTION OF  
CIVILIAN PERSONNEL PAID FROM CCC FUNDS  
at the close of the month of \_\_\_\_\_ 193\_\_.

Procurement Authority \_\_\_\_\_  
(Submit separate form for each Procurement)

(1) Classification (by duties)	(2) Assign- ment	(3) Perma- nent	T E M P O R A R Y			TOTAL
			(4) D & H	(5) M & A	Total	
I. Repair and care of Machine Equipment	Camps					
	F & S					
	Region					
	Total					
II. Purchase & Distribution of supplies and Materi- als & Equipment (in- cludes all purchasing & warehousing employees)	Camp					
	F & S					
	Region					
	Total					
III. Clerical & Drafting (except those included under I and II)	Camps					
	F & S					
	Region					
	Total					
IV. Supervision & Inspection (except those included above)	Camps					
	F & S					
	Region					
	Total					
V. Machine Operators (do not confuse with employ- ees properly classified above)	Camps					
	F & S					
	Region					
	Total					
VI. Skilled workers (short term, intermittent, not included above)	Camps					
	F & S					
	Region					
	Total					
VII. Technicians & Special- ists (not included above)	Camps					
	F & S					
	Region					
	Total					
VIII. Caretakers	Camps					
IX. Other	Camps					
	F & S					
	Region					
	Total					
T o t a l	Camps					
	F & S					
	Region					
	Total					
GRAND TOTAL						



INSTRUCTIONS: (1) Employees will be charged to the class in which the greater part of their time falls.

(2) Classify employees as follows:

Camps: Include camps Superintendents and all employees under their supervision.

F & S: Include all employees in Forest or State organization not reported under Camp.

Region: Include all CCC employees in Region not reported under Camp and Forest.

(3) (4) Classification is the same as on  
and (5) Form 11-A (D & H Daily and Hourly  
and M & A Monthly and Annual),  
and grand totals in these columns  
should be same as figures in  
column 6, Form 11-A.

CCC  
Form 11-A  
(Inside)

REPORT OF CHANGES IN NUMBER OF CIVILIAN PERSONNEL  
PAID FROM CIVILIAN CONSERVATION FUNDS  
ALLOCATED TO THE FOREST SERVICE,  
U. S. DEPARTMENT OF AGRICULTURE  
(EMPLOYED INSIDE THE DISTRICT OF COLUMBIA)

\_\_\_\_\_  
(Date)

Month of \_\_\_\_\_, 193\_\_\_\_\_

\_\_\_\_\_  
(Region, station, or project)

Employees for the last regular payroll period of the month	:	Number of employees paid from Emergency Relief Appropriation Acts of 1935, 1936 & ensuing years.		
	:	Normally expected to : Part Time : Total		
	:	work full time. (1) :	(2) :	(3)
Subject to salary classification under Executive Order No. 6746 of June 21, 1934, and paid under salaries under this Order.	:	:	:	:
Not subject to such Act or Order	:	:	:	:
Field Service (in D.C.)	:	:	:	:
Total employees for the <u>last regular payroll period</u> of the month.	:	:	:	:
Total payroll for the <u>entire</u> month (including maintenance and retirement deductions).	:	:	:	:

Very truly yours,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

NOTE: - See other side for detailed instructions for preparing this report.

I. The number of employees to be reported each month shall be the number whose names appear on the last regular payroll of the month with pay. The total payroll (including maintenance and retirement deductions), however, shall be reported for the entire month.

A. Employees shall be reported in the divisions specified on these forms in the following manner:

1. Employees paid from funds provided by the Emergency Relief Appropriation Acts of 1935, 1936 and ensuing years.

In column 1. Full-time:

Report employees who are normally expected to work full-time together with the total amount paid to all employees in this group for the entire month.

In column 2. Part-time:

Report employees who are normally not expected to work full-time, together with the total amount paid to all employees in this group for the entire month.

In column 3. Total - (Self-explanatory)

II. The following types of employees must be excluded from these reports.

- A. Persons entitled to receive only nominal compensation of \$1.00 per annum, whether or not holding formal appointments.
- B. Persons serving without pay.
- C. Employees not receiving any pay for the last pay period in the month because of administrative furlough, leave without pay, or other reasons.

III. For the method of reporting special types of employees such as, employees paid quarterly, with a dual appointment, on a fee basis, on a contract basis; or, reimbursable, trust-fund, cooperative, and commissioned employees, consult the regulations (CSC Form 3280) issued by the Civil Service Commission, copies of which have been furnished to Cooperating Agencies.

IV. Field Service. Employees in the field service who are actually working in the District of Columbia are to be reported as being in the field service in the District of Columbia. (Sec Form 11-D). Employees reported in this block should not be included in any of the 3 blocks above it.

CCC  
Form 11-A  
(Outside)

REPORT OF CHANGES IN NUMBER OF CIVILIAN PERSONNEL  
PAID FROM CIVILIAN CONSERVATION FUNDS  
ALLOCATED TO THE FOREST SERVICE,  
U. S. DEPARTMENT OF AGRICULTURE  
(EMPLOYED OUTSIDE THE DISTRICT OF COLUMBIA)

\_\_\_\_\_  
(Date)

Month of \_\_\_\_\_, 193\_\_\_\_\_

\_\_\_\_\_  
(Region, station, or project)

Employees for the last regular payroll period of the month	: Number of employees paid from Emergency Relief Appropriation Acts of 1935, 1936 and ensuing yrs.	:	:
	: Normally expected to : Part Time : Total	:	:
	: work full time. (1) : (2) : (3)	:	:
Subject to salary classification Act of 1923, by law, by election under Executive Order, or by agreement with the U.S. Civil Service Commission.	:	:	:
Subject to salary classification under Executive Order No. 6746 of June 21, 1934, and paid under salaries under this Order.	:	:	:
Not subject to such Act or Order.	:	:	:
Total employees for the <u>last</u> regular payroll period of the month.	:	:	:
Total payroll for the <u>entire</u> month (including maintenance and retirement deductions).	:	:	:
<u>Enrollees</u> (Alaska and Puerto Rico)	:	:	:

Very truly yours,

NOTE: - See other side for detailed instructions for preparing this report.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

I. The number of employees to be reported each month shall be the number whose names appear on the last regular payroll of the month with pay. The total payroll (including maintenance and retirement deductions), however, shall be reported for the entire month.

A. Employees shall be reported in the divisions specified on these forms in the following manner:

1. Employees paid from funds provided by the Emergency Relief Appropriation Acts of 1935, 1936 and ensuing years.

In column 1. Full-time:

Report employees who are normally expected to work full-time together with the total amount paid to all employees in this group for the entire month.

In column 2. Part-time:

Report employees who are normally not expected to work full-time, together with the total amount paid to all employees in this group for the entire month.

In column 3. Total - (Self-explanatory)

II. The following types of employees must be excluded from these reports.

- A. Persons entitled to receive only nominal compensation of \$1.00 per annum, whether or not holding formal appointments.
- B. Persons serving without pay.
- C. Employees not receiving any pay for the last pay period in the month because of administrative furlough, leave without pay, or other reasons.

III. For the method of reporting special types of employees such as, employees paid quarterly, with a dual appointment, on a fee basis, on a contract basis; or, reimbursable, trust-fund, cooperative, and commissioned employees, consult the regulations (CSC Form 3280) issued by the Civil Service Commission, copies of which have been furnished to Cooperating Agencies.

IV. Field Service. Employees in the field service who are actually working in the District of Columbia are to be reported as being in the field service in the District of Columbia. (See Form 11-D). Employees reported in this block should not be included in any of the 3 blocks above it.



REPORT SHOWING DISTRIBUTION OF  
CIVILIAN PERSONNEL OUTSIDE D. OF C. PAID FROM CCC FUNDS  
at the close of the month of \_\_\_\_\_ 193 \_\_\_\_.

Procurement Authority \_\_\_\_\_  
(Submit separate form for each Procurement)

				T E M P O R A R Y			
(1)	(2)	(3)	(4)	(5)			
Classification	Assign-	Perma-					
(by duties)	ment	nent	D & H	M & A	Total	TOTAL	
I. Repair and care of Machine Equipment	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
II. Purchase & Distribution of supplies and Materials & Equipment (includes all purchasing & warehousing employees)	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
III. Clerical & Drafting (except those included under I & II)	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
IV. Supervision & Inspection (except those included above)	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
V. Machine Operators (do not confuse with employees properly classified above)	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
VI. Skilled workers (short term, intermittent, not included above)	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
VII. Technicians & Specialists (not included above)	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
VIII. Caretakers	Camps(A):						
IX. Other	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
T o t a l	Camps(A):						
	I & S(B):						
	R & D(C):						
	Total						
GRAND TOTAL							

NOTE: - See other side for instructions for preparing this report.

INSTRUCTIONS: (1) Employees will be charged to the class in which the greater part of their time falls.

(2) Classify employees as follows:

A - Camps: Include Camp (Project) Superintendents and all employees under their supervision.

B - I & S: (Intermediate and State) Includes all employees attached to Intermediate offices or units of administration between the "Camps" and "Regional or District" offices or headquarters.

C - R & D: Includes all employees paid from CCC attached to Regional or District headquarters or comparable field office.

(3) (4) and (5) Classification is the same as on Form 11-C (D & H Daily and Hourly and M & A Monthly and Annual), and grand totals in these columns should be same as figures in the sixth column, Form 11-C.

NOTE: Report on this form to cover all employees outside the District of Columbia. Report all employees stationed inside the District on CCC-Form-11-D.





## SECTION 8. SAFETY

SAFETY RULES AND REGULATIONS: All the instructions concerning the Safety Program are set forth in the new revised "Safety Regulations, Civilian Conservation Corps".

Each chapter covering one subject is divided as follows:

1. Mandatory Regulations
2. Safety Suggestions
3. Required Specifications
4. Appendix

Under date of October 17, 1935, the Director furnished to the Commanding Officers a detailed set-up of instructions for adequate inspection of camps, with a view to reducing fire hazards. Copies of these instructions have been furnished field officers of the Technical Services, and should be closely followed by them with respect to camp structures under the jurisdiction of the Technical Services.

All of these regulations have the full force of positive instructions to all Technical Service personnel and are to be strictly observed.

MONTHLY ACCIDENT REPORT: The monthly report of camp accidents Form No. CCC-104 is to be prepared at the end of each month by the Project Superintendent.

This same report form will be used by the Regional Foresters, who will consolidate by States the monthly camp reports furnished him by units in his jurisdiction. The Regional Forester should then forward the original and one copy of the consolidated report to reach the Washington Office not later than the 10th of the month following the month of the report.

This report is the basis of comparison between Regions with other Government Agencies and with Industry.

At the bottom of Form No. CCC-104, reverse side, this information is to be included:

1. In the event that the number of lost-time accidents has increased over the previous



months, state briefly the reasons why. (This information to be supplied by the camps, and then summarized at the Regional Office).

2. State the number of lost-time accidents which resulted in the following number of days of lost time.

- (a) One to three days (inclusive) \_\_\_\_\_  
(b) Four to ten days (inclusive) \_\_\_\_\_  
(c) Over ten days \_\_\_\_\_

- (188) 3. Item 14 of the report will cover only those vehicles stationed in camps and enrollee-driven. "Miles this Month" are to be reported whether or not vehicular accidents occurred, and the vehicular accident is to be reported whether or not there are personal injuries.

The following items only will be typed on the reverse of the Form CCC-104.

- a. Number of serious injuries sustained by non-employees when the car is enrollee-driven.
- b. Number of accidental deaths sustained by non-employees when car is enrollee-driven.
- c. Number of accidents of supervisory-driven cars.
- d. Estimated amount of CCC property damage resulting therefrom.
- e. Estimated amount of private property damage resulting therefrom.

(46) INVESTIGATIONS FOLLOWING ARMY ACCIDENTS WHERE TECHNICAL SERVICE HAVE SUPERVISED THE MEN: The Director has suggested, and the War Department CCC Regulations provide that the Project Superintendent of each camp may sit upon the Army Investigation Board whenever the accident being investigated occurred on Army projects such as recreational trips or camp construction supervised by Technical Service personnel. It also provides that the Project Superintendent may make a copy of this report.

FOREMAN'S INDIVIDUAL INJURY REPORT: This report (sample at end of this Section), is suggested for use of foremen in reporting immediately a minor or a lost-time accident. Two copies would be prepared in cases of lost-time accidents, one copy to be sent to the Forest Supervisor or State Forester and the other retained at camp. In cases of minor accidents, one copy only would be prepared for camp use.

(91)(39) FIRE PROTECTION, BUILDINGS & EQUIPMENT OF TECHNICAL SERVICE: The Army is responsible for the protection of all buildings in the camps, both those of the Army and of the Technical Service, and will furnish extinguishers (of whatever type) for all buildings included in the building list for standard portable camps. The project superintendent will cooperate in every way by making frequent inspections, and immediate appliance of corrective measures when infractions of fire regulations are found to exist, to assist the company commander in complying with this regulation. The project superintendent shall be responsible for all buildings located outside of camp area used by the

Technical Service in regard to this regulation. Fire Extinguishers must be placed on all trucks engaged in the transporting of explosives, gasoline and oils, or any other highly inflammable materials. It is not considered necessary to equip every truck with an extinguisher, except in the cases mentioned above. If desired, such purchases may be made through the Army purchasing organization or upon Army specifications. Before purchases are made, determine:

- (a) If equipment at evacuated camps can be made available.
- (b) If Army quartermaster's office will supply extinguishers without cost to the Technical Service.

(90) SAFETY OF ENROLLEES IN FOREST FIRE FIGHTING: All personnel must become familiar with Change No. 3, CCC Safety Regulations, Chapter XII, Section 1, Page 42, pertaining to the training of facilitating personnel and enrollees in fire fighting; with Section 2 providing for the selection of enrollees for crews, and with Section 3, providing for proper supervision.

The Army has issued a directive (August 14, 1939) to the effect that the camp commander and the medical officer shall examine enrollees under 18 years old as to their fitness for forest fire-fighting duty, and certify to the project superintendent such enrollees as they find to be physically and mentally fit for such duty.

LOCKING GARAGE DOORS: All garage doors are to be locked on the outside only. Keys to the locks are to be kept in convenient locations, readily accessible to responsible personnel for legitimate use.

GARAGE EQUIPMENT FOR FIRE: An ax painted red is to be permanently located on the outside of the garage building, for breaking locks, if necessary, in an emergency.

All doors of any one garage are to be locked with the same type of key.

A pole twenty feet long with a stout hook on the end or a rope of double that length with hooks on the ends should be provided for every three stalls in each garage, to be used in pulling out trucks in case of fire. The poles or ropes should be placed where they will be immediately accessible in case of fire.

USE OF GOVERNORS REQUIRED: The installation and use of governors is required for all trucks in service in CCC work. The exceptions to the regulations, in reference to the transportation of enrollees, are as follows:

- (a) Replacement of governors of other specifications now in use is not required. The new specifications will be used for all additional purchases.
- (b) Centrifugal engine driven governors may be used on trucks of over 4-ton capacity.

- (c) At the discretion of the Regional Forester, governors may be detached if, in their judgment, conditions are unusual and warrant such action, and vehicles so exempted must be recorded in the local Regional District and Washington Office (as directed by the agency involved) giving the number, location of the trucks, together with the reason for such exemption. If the exempted vehicle is transferred to another Region where conditions do not warrant exemption, the governors must be attached and regulated not to exceed 35 miles per hour.

SEATS IN TRAILERS PROHIBITED: The practice of placing seats in trailers for the transportation of enrollees is prohibited. Trailers are not to be used for transporting enrollees.

FATAL ACCIDENTS - REPORTS ON: The Director requires from the Technical Service and in addition to the Army Board reports, a narrative report on all cases of fatal accidents which occur incident to CCC work projects. Such reports should be prepared immediately following the accident and forwarded to the Washington Office in duplicate. The narrative report should be made with a view to determining:

- |   |  |
|---|--|
| 1. Supervision (Immediate direction on the job) | 5. Knowledge of safety regulations   |
| 2. Responsibility                               | (a) Of victim or victims   |
| (a) General                                     | (b) Of any other enrollees involved  |
| (b) Specific                                    |  |
| 3. Equipment                                    | 6. Action of Enrollees   |
| (a) Age   | (a) Positive acts  |
| (b) Condition                                   | (b) Omissions  |
| (c) Inspection                                  |  |
| (d) Control of                                  | 7. Disciplinary Action   |
| 4. Judgment                                     | taken. Emphatically, "make the punishment fit the crime". Examine the facts in each case, and act accordingly. |
| (a) Of victim, or victims                       |  |
| (b) Of any others involved                      |  |



PROCEDURE IN CASE OF SERIOUS AND FATAL ACCIDENTS: Army Board reports on serious and fatal accidents do not attempt, nor do we wish them to attempt, to fix responsibility of Technical Service personnel, while under jurisdiction of the Technical Services. This is considered a Technical Service function.

In all cases of serious or fatal accidents occurring while the men are under the supervision of the Technical Service, the following procedure will be followed:

1. An immediate report (ordinarily originated by the Project Superintendent) will be sent to the Forest Supervisor's or State Forester's office concerned, and the Regional Forester's office (ordinarily this report will be transmitted by telegraph or telephone);
2. Immediately upon receipt of such report a designated representative of the Regional Office and a designated representative of the Forest Supervisor's or State Forester's office, will proceed to make a joint investigation on the ground;
3. The Project Superintendent and his staff will take such measures as will insure terrain conditions being as nearly unchanged as possible, pending the arrival of the investigating officers;
4. The officers indicated will make a thorough and complete investigation and report, fixing the responsibility, and recommending disciplinary action;
5. Copies of the report will then be forwarded promptly to the Regional Office and two copies forwarded to the Washington Office, accompanied by such comments and observations as the Regional Forester may desire to make, and a statement of the action which the Region is taking or plans to take, and appropriate recommendations on any matters on which it is desired the Washington Office make the decision.

It is desirable that the same officers represent the Regional Office in all of their investigations.

DEFINITION OF A SERIOUS ACCIDENT: A serious accident is one which has resulted or which, there is good reason to believe, is likely to result, if repeated, in permanent injury or loss of life to any of the personnel. It may involve an appreciable amount of property damage (such as complete destruction of, or great damage to a powder magazine, or fire in one of our camp buildings), with or without possible incidental hazards to human life, and/or cause permanent partial disability such as will result in maiming or disfiguring the employee, or temporary total disability, or total permanent disability.

FIRST AID KITS: Unless the Army provides a sufficient number of satisfactory first aid kits the Technical Service will supply these in such quantity as to provide one kit for every stake-body truck, and for each of the work projects where such kit is considered desirable. These kits as approved by the Director comprise a substantial container and the following items:

- 1 pkg. 4-inch bandage compress
- 1 " 2-inch bandage compress (4 per pkg.)
- 1 " adhesive compress 1-inch (16 per pkg.)
- 1 " triangular bandage, 40-inch
- 1 " burn ointment (6 per pkg.)
- 1 " iodine applicators (10 per pkg.)
- 1 " ammonia inhalants (10 per pkg.)
- 1 " wire splint
- 1 " tourniquet and forceps (double unit)

The kits must be properly maintained and equipped at all times, with due regard to cleanliness and accessibility.

SAFETY ASSISTANT TO PROJECT SUPERINTENDENTS: The Project Superintendent will select from among his supervisory and facilitating personnel the best qualified man to serve as his safety assistant. The selection of the safety assistant will be approved by the camp safety committee. The assistant should be a man of initiative and mature judgment, capable of obtaining the full cooperation of enrollees, supervisory and facilitating personnel, and Army officers. The duties of the safety assistant will be:

- (a) To keep a check on equipment and working conditions from a safety standpoint. This will involve a weekly general inspection. The Project Superintendent will designate various individuals in the camp to report regularly to the safety assistant regarding equipment, working conditions and other matters involving safety.



- (b) He will report to the Project Superintendent each week the result of his inspection.
- (c) Not less than once a month, he will conduct mass meetings of enrollees on safety matters. At these meetings he will discuss the more common types of accidents and the best methods of prevention. He may use as concrete examples, accidents which have recently occurred on any job. It is also suggested that copies of outstanding accident reports available locally or furnished by the Washington Office be distributed for use at these meetings. He may also present pictures, graphs, etc., showing safety progress both for his own camp and groups of camps.
- (d) The foremen and others in charge of various crews shall interview the safety assistant before a new project is started, and discuss the possible hazards to be encountered.
- (e) At the instances of the Project Superintendent, he shall make periodic inspection of various projects. The time of these inspections should be at the discretion of the Project Superintendent, as they would necessitate the Safety Assistant being away from his job for a short period.
- (f) He will prepare all Forms CCC-104.
- (g) He will prepare all individual accident reports and submit them to the Project Superintendent for transmittal to the proper authority.
- (h) In order to obviate the possibility of forgetting important points, he will prepare a monthly report to the Project Superintendent on his activities similar to the sample form at end of this Section.
- (i) He will act as chairman of a technical safety advisory committee which will be set up in each camp consisting of not less than three members designated by the Project Superintendent who may or may not be a member. It

shall be the duty of this committee to investigate all lost-time accidents occurring under technical supervision, for the purpose of determining causes of and the responsibility for such accidents, with a view to preventing their recurrence and to cooperate wherever possible in the investigation of serious and fatal accidents.

The safety assistant will derive his authority direct from the Project Superintendent and act as the Superintendent's representative in safety matters. The Project Superintendent remains responsible for all safety on the work projects, and the designation of his safety assistant does not relieve the Project Superintendent of this responsibility.

The activities of the safety assistant will be confined to the Technical Service and its problems, but he will assist the Army officers in the camp if requested by them.

HAZARDS DUE TO HUNTING SEASON: The Director has requested the assistance of State game wardens, and Conservation Commissioners in the reduction of hazards to men engaged in CCC work during the hunting season. Requests have been made that hunters refrain from hunting within rifle range of any work projects and the Director has suggested the use of newspaper publicity showing the presence of enrollees in certain localities and the dangers involved if hunting is permitted in that particular area.

The prevention of hunting accidents should be brought to the attention of the camp safety committee and the safety assistant to Project Superintendent and efforts made to prevent accidents to enrollees both while at work in the woods and while hunting. Consideration should be given to requiring the wearing of red cloth attached to the backs of coats or shirts as a warning to hunters when enrollees are working during the hunting season in isolated areas or in heavy timber stands.

SAFETY TAGS FOR TRUCKS: Safety tags for trucks reading, "This driver is required to drive carefully", will be placed in a prominent position on the left rear of all trucks, preferably above the license tag.

SAFETY OF ENROLLEES ON RECREATION: Responsibility for safety of the enrollees on recreational trips is delegated to the War Department. The Director requires that trucks used on such trips be driven by regularly designated drivers and that (riding in the body of one truck -- never in any separate vehicle) an officer or other competent person shall accompany and be in charge of each convoy of trucks. (See also paragraph, "Trucks For Recreational Trips and Wood Procurement" in "E & S" Section).

(177) ENROLLEE DRIVERS' PERMITS: Permits will be issued on standard Forest Service Form #608, obtainable on requisition from the Forest Service Supply Depot, Alameda, California. These permits will be issued to all enrollee truck drivers and operators of tractors, tractor trailbuilders and motor patrols, after proper and thorough training and having passed rigid driving tests. All permits will be numbered and signed by the Camp Superintendent or other superior officer who will keep a record of all permits issued. Persons bearing permits will return them to Camp Superintendent at termination of services. When considered advisable by the authorized superior officer, permit may be cancelled for infraction of CCC rules or regulations, or State or local traffic laws.

(100) PRIVATE VEHICLE DRIVERS: Private cars are not under any circumstances to be lent by members of the supervisory or facilitating personnel to enrollees for their use.

(120) OUTLINE FOR INVESTIGATION OF ACCIDENTS: First, make a comprehensive survey of facts and evidence. Second, formulate a plan of procedure. Third, conduct investigation in accordance with the plan.

1. Visit the scene of the accident at once to determine physical facts, and employ sketches and a camera when available, in order to present the picture correctly. The scene of the accident is to be left undisturbed until the investigation has been concluded.
2. Secure statement of witnesses.
  - (a) Primary witness (one who was in the accident, or was an eye-witness).
  - (b) Secondary witness (has first hand knowledge of how, when and why the accident occurred).
  - (c) Third class witness (Hearsay) of little value except his statements may have a possible bearing on a primary or secondary witness.

NOTE: When extent of knowledge of witness has been determined, reduce statement to writing. See that statements are arranged in as logical an order as is possible. Secure a good "background" of case before interviewing the principal witnesses.

Secure individual (not joint) witness statements. (Witness statements similarly to other report papers to be prepared in quadruplicate).

3. Secure Physician's statement, in injury cases. This should include information as to the probable period

of disability and some indication of the extent of the disability, such as 30 or 75 per cent. Likewise secure statement of Coroner in fatality cases.

4. Secure statements of Camp Supervisory Personnel. Statements by both Camp Superintendent and Safety Assistant are desired.

NOTE: All statements should be signed, and title of signer given.

Where a conflict develops with respect to responsibility, camp records, or secondary witnesses and hearsay witnesses are of particular value. When the facts give rise to a presumption of responsibility to any individual, that individual should be questioned in detail, and concise statements secured.

5. Prepare Supplemental Statement of the Findings and Recommendations of the Investigating Officer. With all the evidence in, the investigating officer should now be able to give a complete comprehensive report of why and how the accident occurred and who was responsible. Where necessary to express a personal opinion, due to conflicts in testimony, this is to be based on findings of facts and the comparative credibility of witnesses. An appraisal of property damage is to be included. Recommended disciplinary action should be stated. When private persons or property are affected, any possibilities of presenting a claim should be reported, as well as statements concerning insurance. Where the case (as in Serious or Fatal Accidents) has been jointly investigated with an officer of the Forest Supervisor's or Director's office, that officer should also sign the supplemental investigating officer's statement as joint investigator.

NOTE: In cases of vehicular accidents, see that Forms 26 and 27 are properly completed by the Government Driver and the investigating officer.

In addition to the above five headings, the following is to be noted:

- A. It is advisable to ask enrollees involved in accidents if they attended the last Safety meeting, when it was held, and what was the topic of the discussion; also to explain their version of various safety rules and regulations, especially those relating to the accident under investigation. Similarly the members of the Camp Supervisory and Facilitating Personnel may well be asked like questions.



- B. It is further advisable to make an examination of camp files, including safety meeting minutes, accident reports, Forms CCC-104, and methods of reporting, also noting the number of accidents which occurred during the past six or eight months, and what is being done to prevent their recurrence. See what disciplinary action was taken in accident cases, and whether truck drivers have been properly grounded and are still grounded if violation requires it.
- C. In vehicular accidents, check drivers permits, truck inspections, truck equipment (including speed and driving rules, brakes, horn, lights, windshield wiper, rear-view mirror, steering gear, governor, seats and tarpaulins) and fire extinguishers when need is indicated. Investigate possibility of any loose tools in truck. Also safeguarding of truck keys, and safety tag on trucks. (When truck has been only slightly damaged, it is often worth while to drive it a short distance to test the brakes, governor and steering equipment).

#### FINAL STATEMENTS

- 1. "Serious Accidents" require Regional investigation.
  - (a) See definition of a "Serious Accident" in CCC Handbook.
- 2. Certain accidents in special activities should be investigated whether the accident was serious or not, such as:
  - (a) Handling and use of Dynamite.
  - (b) Fires resulting from handling of gasoline.
  - (c) Damage from flying rock sparks or metal splinters.
  - (d) Other accidents may be included that result from disregarding written safety instructions and for which, therefore, someone is responsible.
- 3. In determining the facts, secure testimony of witnesses as quickly as possible after the accident. (Prompt investigations of accidents are of first importance.) House witnesses if possible so they cannot contact those who have just been examined. (Independent statements are desired.) Where witnesses outside of CCC are involved, their written statements should be secured, right on the ground. Similarly, hospitalized witnesses' statements should be secured in writing, where possible.



Where witness states his testimony is of no value as he knows nothing about the accident, have him state that in writing, thus preventing possible statements at some later date.

4. "Findings" are set up by the investigating officer and cover general and specific responsibility and the degree of negligence.
5. "Recommendations" are made for disciplinary action, payment or non-payment of claim, together with suggestions as to methods and practices to be used for the prevention or recurrence of similar accidents. "Let the chips fall where they may." - If "higher-ups", through neglect of maintaining proper safety standards, are apparently to blame, let it so be stated.
6. The principal reason for accident investigation is TO PREVENT FURTHER ACCIDENTS OF LIKE NATURE. It is thus important to state what lessons have been learned -- what, specifically, is being done to correct the faults discovered, whether it be the firm fastening of seats in trucks, likewise tool boxes tightly closed -- the use of chains - or the condition of the stakes.
7. In vehicular accidents, it is noted that in almost every instance, when a truck gets into a tight place, the driver tries to get out by keeping in motion. It is much better to STOP. It is often probable that if the truck had STOPPED the accident might have been avoided.
8. It is of utmost importance that foremen be trained to consider traits and tendencies of enrollees before they are assigned to work of hazardous nature such as tree-felling, blasting, etc. In these activities as well as in emergency work such as fighting forest fires, no enrollee should be considered as available whose traits make highly questionable his ability to function with the care the ordinary reasonable person would use under like circumstances. Proper training of both foremen and enrollees should be the greatest factor in PREVENTING FURTHER ACCIDENTS OF LIKE NATURE. A critical attitude on the part of supervisory personnel in this respect is most advisable.

CIVILIAN CONSERVATION CORPS WORK

Camp \_\_\_\_\_ State \_\_\_\_\_ Superintendent \_\_\_\_\_

Monthly Report of Safety Assistant to Project Superintendent

\_\_\_\_\_, 19\_\_\_\_

1. State general safety conditions \_\_\_\_\_  
\_\_\_\_\_
2. Are trucks provided with seats? \_\_\_\_\_ Do enrollees use them? \_\_\_\_\_
3. State condition of guard rails and if they are used \_\_\_\_\_  
\_\_\_\_\_
4. Are tarpaulins and bows furnished when needed? \_\_\_\_\_
5. Give date governors were checked \_\_\_\_\_ State condition \_\_\_\_\_  
\_\_\_\_\_
6. Are trucks regularly inspected for conditions as to safety of  
brakes, lights, steering, tires, etc.? \_\_\_\_\_
7. What instructions have truck drivers received? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. When were goggles last inspected? \_\_\_\_\_ State condition \_\_\_\_\_  
\_\_\_\_\_ Do they meet CCC specifications? \_\_\_\_\_
9. When were tools last inspected? \_\_\_\_\_ State condition \_\_\_\_\_  
\_\_\_\_\_
10. Has specific and thorough training been given enrollees in  
proper use of hand tools? \_\_\_\_\_
11. Is fire fighting equipment properly located and maintained?  
\_\_\_\_\_



12. Are correctly constructed dust respirators furnished when needed? \_\_\_\_\_
13. Is oil stored in oil house and fire hazard reduced to a minimum? \_\_\_\_\_
14. Have grease pits been abolished in repair shop? \_\_\_\_\_
15. Do stoves in garages conform with Safety Regulations? \_\_\_\_\_
16. Are scaffolds safely built and scaffold safety measures observed? \_\_\_\_\_
17. Are all moving machinery parts guarded? \_\_\_\_\_
18. When were projects last inspected? \_\_\_\_\_ Are they safe? \_\_\_\_\_
19. Are explosives properly handled and stored? \_\_\_\_\_ Does the magazine meet CCC specifications? \_\_\_\_\_
20. Do all "Blasters" hold certificates of competency? \_\_\_\_\_
21. Are first aid kits furnished and properly maintained? \_\_\_\_\_
22. Have all technical supervisors completed first aid training, according to Safety Regulations? \_\_\_\_\_
23. How many safety meetings have been held this month? \_\_\_\_\_
24. How many accidents have been reported this month? \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Safety Assistant to Superintendent.

(This report is to be kept on file in the Superintendent's office and made available for inspection)





U. S. DEPARTMENT OF AGRICULTURE  
NARRATIVE REPORT OF ACCIDENT

(To be made by Foreman, Leader or Assistant Leader in charge of working crew, or other person, having full knowledge of the facts)

BUREAU of \_\_\_\_\_ DIVISION or REGION \_\_\_\_\_

From \_\_\_\_\_ Number \_\_\_\_\_ Location \_\_\_\_\_  
Project, Camp, Post Office State  
or Station

Date of Accident \_\_\_\_\_ 19 \_\_\_\_\_ M. \_\_\_\_\_  
Month Day Year Hour Date of Report

Place Accident Occurred \_\_\_\_\_  
En Route, Field, Shop, or ---

Name of Injured Person \_\_\_\_\_ Grade \_\_\_\_\_

Type of Work \_\_\_\_\_

Kind of Accident \_\_\_\_\_ Cause \_\_\_\_\_  
Eye, Arm, Leg, Foot, Back, or ---

Lost Time Began \_\_\_\_\_ Returned to Duty \_\_\_\_\_  
Yes/No Hr. Date

Classification Number \_\_\_\_\_ Disability \_\_\_\_\_  
As shown on monthly Permanent Total, Permanent Partial,  
summary (1 through 14) Temporary Total, or Temporary Partial.

DESCRIPTION OF ACCIDENT

Describe in full detail the cause of accident, extent of injury, disposition of injured person, and suggestion for future preventive measures. Use reverse side of sheet if necessary.

\_\_\_\_\_  
Signature and Title

Each bureau and office will issue instructions to its own personnel regarding necessary copies of this report to be furnished by field offices.







## SECTION 9. TRAINING

RESPONSIBILITY: The following statement of the functions of the several agencies which are concerned with education and training in the CCC (ECW, Enrollee Training letter of May 25, 1937) designates definitely to the Technical Services the responsibility for job training. This statement is quoted:

### Section I - Academic Instruction

This is defined as theoretical instruction on all levels, such as illiteracy, elementary, high school, and college grades. This instruction is the responsibility of the Army.

### Section II - Job Training (Work Project)

#### A. On the Job.

This is defined as all training on the work project, and is done during work hours.

Training on the project is the responsibility of the technical agencies, and is done in conformity with regulations, plans, and methods issued by the technical agencies. This training is an integral part of the organization and execution of work projects.

The objective is to increase the efficiency of technical personnel and enrollees to the end that they may produce more work, contribute to a smoother functioning of the organization, and become work conscious, more employable, and aware of their responsibilities.

#### B. Off the Job.

This is defined as training in technical subjects incident to on-the-job training given after work hours, designed to support and supplement the training described in Section II, A - Training on the Job.



The responsibility for planning and conducting this training rests with the technical services, and teaching material for these courses will be prepared by these services, because it is chiefly technical in nature. The Army accepts this statement of responsibility of the technical services, and undertakes to allot such time for these courses as may be agreed upon by the Company Commander, and Project Superintendent, and to arrange for such space as can be made available.

### Section III - Vocational Training (other than on the Work Project)

This is defined as vocational training given in such subjects as cooking, clerical work, supply-room attendants, hospital orderly, or training carried on in nearby schools, with the addition of such other vocational and general training courses not related to the work project as may be offered and is the responsibility of the Army.

### Section IV - Leisure-Time Activities

All general education, avocation, and leisure-time activities are the responsibility of the Army.

LINES OF AUTHORITY IN ENROLLEE TRAINING PROGRAM: (See schematic drawing at end of this section).

#### CAMP TRAINING PROGRAM:

##### General

In order to redeem the responsibility defined above, it is essential that all personnel regard enrollee training as an essential part of the program. Enrollees shall receive training in their project work which shall increase their interest in the job, efficiency in their work, and fit them for employment outside the Corps. It is necessary that training be projected beyond the confines of actual job performance in order that enrollees receive knowledge of the background of their work and obtain information related to it. Limitations in the scope of project work and in

equipment used in some camps may fail to provide sufficient vocational training. Where this is so, technical personnel should not hesitate to give instructions in practical vocational subjects that are not directly related to project work but which will definitely benefit the boy vocationally.

The Project Superintendent may appoint one of his foremen or technical staff to act as training assistant, in the same manner that he appointed a safety assistant. The training assistant may serve to stimulate and to lead the camp technical group, but the appointment of the training assistant does not relieve the Project Superintendent of full responsibility for his camp's training program.

#### The Camp Educational Committee

Camp educational committees will be composed of the Company Commander, the Educational Adviser, and the Project Superintendent and/or his training assistant. The purpose of the camp committee is:

1. To coordinate the entire camp educational program in line with accepted policies.
2. To coordinate educational activities with other camp activities in order to avoid frequent interruption and cross-scheduling.
3. To coordinate the participation of all personnel.
4. To discuss problems and techniques pertaining to instruction.

Where these committees are in existence, the Project Superintendent shall present his training plans for coordination with a complete camp program. The Technical Service should be represented and share a proportional part of the responsibility for the camp program. Where the committee does not exist officially, an informal one can proceed effectively toward the same purpose. In the absence of any active educational committee, the Project Superintendent will coordinate his plans with those of the Company Commander.

### Formulating the Job Training Program

Project Analysis: The first step in setting up a program is to make a project analysis. Each project of the camp shall be studied carefully to determine what it can contribute to enrollees working on that project. Then each project shall be analyzed or broken down, for training purposes, into sections or training units. For example, truck trail construction, which is a project too inclusive for a practical base for a single course, might be divided into training units on location, clearing, drainage, grading, and surfacing. Some small projects may consist of only one training unit, while very large ones might include a dozen. It may be necessary for camp officials to call upon their supervising offices to assist in making these project analyses.

Job Analysis: Lists shall be made of the individual jobs in each training unit, and each of these jobs analyzed into its different operations. The job analysis should include in addition to the list of the operations, a list of necessary information for performance of that job and a list of desired information not actually necessary to job performance but valuable to the enrollee. It is not necessary that job analyses be made far in advance of the work to be done, but they should be ready for use when work on the job begins. Each foreman must make his own analyses, and should apply them in checking his instruction and the progress of the enrollees under him.

On-The-Job Training: Each foreman or supervisor in charge of enrollee workers shall have a plan for instructing the enrollees working under his supervision. The basis of on-the-job instruction is to train the enrollee to do his work skillfully and to turn out a finished job because the enrollee's employability is determined largely by his ability to do a steady day's work with reasonable output and with safety to himself.

Next in importance is to give the enrollee a wider understanding of his work and its implications, as in the conservation course. This instruction, beyond actual job performance, may also acquaint the enrollee with other fields of work which will aid him vocationally.

The job analysis is a check list that will be used as an instruction outline. The materials used by the instructor must be taken from his own experience and knowledge. Few CCC instructors will be able to put over training and keep the interest of their men without considerable preparation and study.

Off-The-Job Training: All enrollees, except overhead retained in camps by the Army, shall receive instruction on the job by Technical Service personnel, but this alone will not fulfill our responsibility to the public to train the enrollees. Many enrollees desire additional training and a great many more will accept it if given some encouragement. Off-the-job courses should be provided to extend training on the job and for instruction in fields related in some degree to project work. In off-the-job courses, more illustrative materials such as charts and motion pictures, and text materials may be used. Such courses as woodworking, theory of engineering, mechanics, carpentry, mathematics, etc., are more adaptable to off-the-job instruction.

SUPERVISION: Training, safety, and accomplishment of work are objectives of CCC supervision, and as such should be included in inspections. Since the responsibility for enrollee training rests with each camp official and other supervisory official as an important part of the program, he must think in terms of benefitting the enrollee. Supervisory and inspection programs will include definite plans for promoting training and for assisting camp personnel in perfecting their programs. The employment of special CCC training men in Regional Offices has been approved, but beyond that, training will be carried on without other supervision than that given by regular supervisory officials.

(110) REPORTS: In order that the technical agency training program may be guided effectively and so that all supervisory officers may have knowledge of the amount and character of training given, training reports are to be prepared by the project superintendents quarterly for the periods January, February and March; April, May and June; July, August and September; and October, November and December. These individual camp reports are to be sent to the Regional Offices. One copy of each report should be forwarded by the Regions to Washington to reach here on the 15th of the month following the report period, i.e., April 15, July 15, October 15, and January 15, respectively. In Washington a summary will be prepared and sent to the field for distribution. (A copy of the report form and instructions for reporting are included at the end of this section.)

TRAINING MATERIAL: Copies of 15 Outlines of Instruction and of a manual for instructors have been assigned to each camp. The technical personnel should secure copies from the Educational Adviser and should consider the use of these booklets in their course of study.

CCC Forestry: The Division of Enrollee Training has prepared a text book, "CCC Forestry", 5 copies of which have been distributed to all camp libraries and one to the Project Superintendent's office in each Forest Service camp. A cross reference guide in the back of the book correlates its use with that of Instruction Outline No. 8, Forestry, one of the 15 mentioned above. This book contains well



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illustrated material on conservation and on CCC project work. It should be used as a basic text for many off-the-job courses, and may be used by instructors as a reference book in preparation for on-the-job instruction.

Heat Treatment of Steel: Two copies of a multilithed publication, "Heat Treatment of Steel", have been sent to the Project Superintendent of every Forest Service CCC camp. The text, developed in the field may be used as a basis for courses in forging and tempering.

CCC Auto Mechanics: A text book on automobile mechanics especially designed for study of trucks and heavy equipment in use in the camps has been distributed to the Project Superintendent for use in enrollee training.

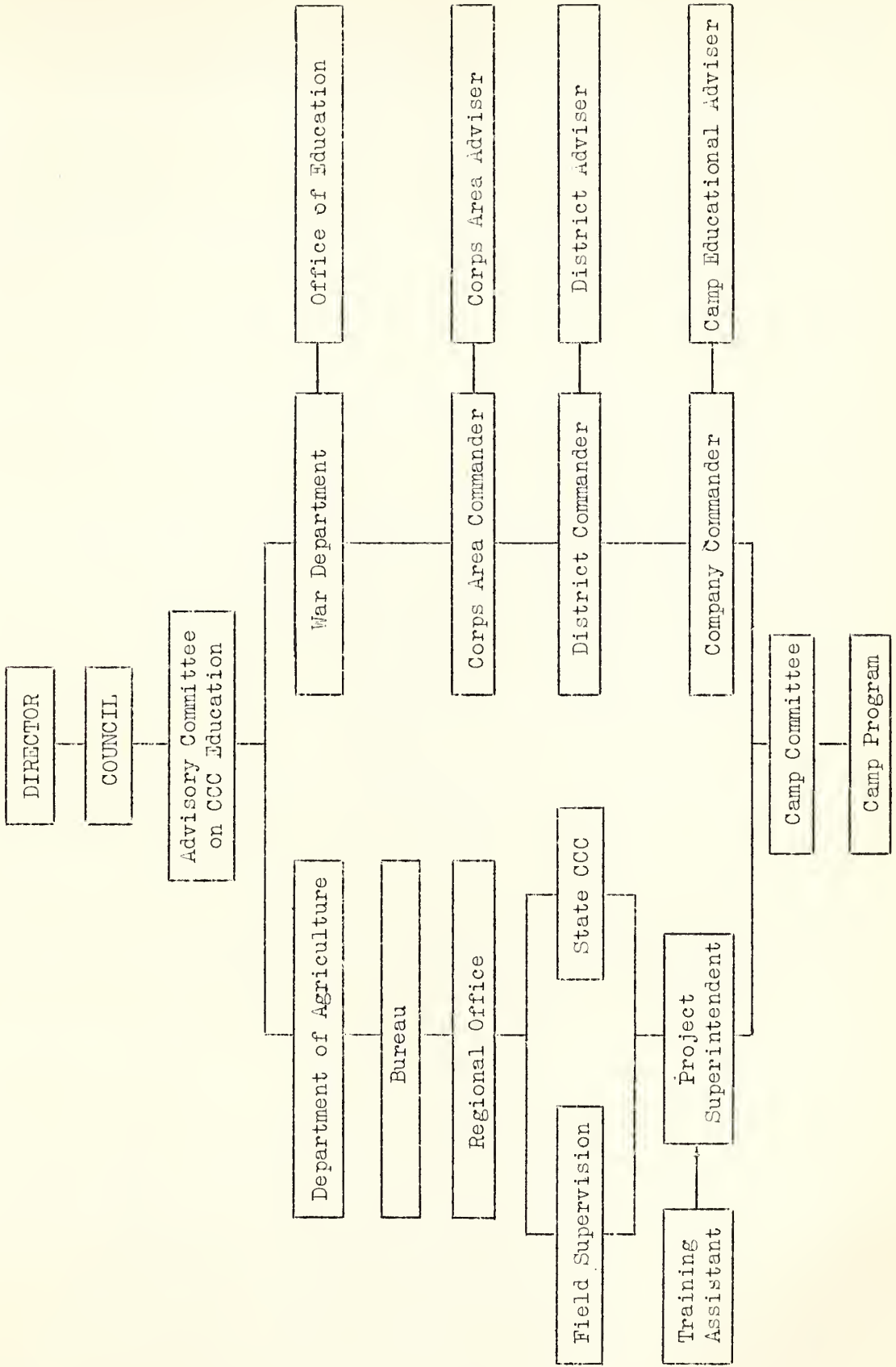
Other Training and Educational Material: Government publications, lantern slides, film strips, exhibits, and motion pictures such as are available may be secured through the regular channels.

A complete library of reference books for inclusion in camp libraries has been purchased by the Army. It includes some of the references mentioned in the "Outline of Instruction on Forestry", and other material on subjects related to technical agency training.

(92)(21) HOURS OF WORK AS RELATED TO CAMP EDUCATIONAL PROGRAMS: Technical Service personnel are required to work the same hours observed by regular Department of Agriculture employees. However, mechanics and other employees whose employment is subject to the 8-Hour Law, whether stationed at camps or other headquarters may give their services (aside from and in addition to the regular hours of work as stated above) in connection with camp educational programs, CCC enrollee instruction, etc., and such service shall not be construed as in violation of the 8-Hour Law. (This policy based on Attorney General's decision of August 8, 1939).



# LINES OF AUTHORITY IN ENROLLEE TRAINING PROGRAM





U. S. FOREST SERVICE  
TECHNICAL PERSONNEL TRAINING ACTIVITIES

Quarter, 193 .

1. This report is for:
  - (a) An individual camp
  - (b) Camps on a N.F.
  - (c) P. and S. camps in a State
  - (d) F. camps in a State
2. Region  
State  
If reporting for (a), give camp No.  
If for (b), (c), or (d), give number of camps reported
3. Average no. of enrollees released to Sup't per day per camp
4. Total no. of T.P. employed (\*1)
5. Total no T.P. giving planned on-the-job training (\*2)
6. List under CCC Form 7 headings, projects on which on-the-job training is given:

Form 7 Job Series	No. of T.P. giving In- struction	Total time spent in preparation (Hrs.)	Total work time used for train. (Hrs.)(*3)	Form 7 Job Series	No. of T.P. giving In- struction	Total time spent in preparation (Hrs.)	Total work time used for train. (Hrs.)
100				600			
200				700			
300				800			
400				900			
500				1000			

7. Total no. of T.P. giving off-the-job instruction:
  - (a) Superintendents Foremen
  - (b) Foresters, Engineers, etc. TOTAL

8. Enrollee Guidance by T.P. (\*4)

Type	No. Cases	Type	No. Cases
Vocational		Financial	
Educational		Employment	
Personal			
Moral			
Safety			

- (\*1) T.P.: All supervisory personnel on the technical staff. Do not list semi-skilled workers.
- (\*2) Planned on-the-job training to be reportable, must be (a) in accordance with a definite plan approved by Camp Sup't, (b) job analyses must be made and used, and (c) work time taken definitely for training.
- (\*3) Work time for training: Time in which a group of enrollees are stopped from work solely for training purposes. (Regular supervision is not to be reported as training.)
- (\*4) List only guidance cases that involve decidedly more than casual advice to enrollees.

(Over)

### OTHER JOBS

\*\*Indicate in this column who assisted the enrollee or enrollees in getting the job. E - the enrollee himself; T - Technical personnel; A - Educational Adviser; M - Military staff. Example: If 10 enrollees secured employment as automobile mechanics, 3 may have obtained the jobs solely by their own efforts, 5 by assistance of technical personnel, 1 by educational adviser, and 1 by military staff.



10. Courses given off the job by T.P.

(A. Group - Direct vocational value)

No. Camps	Course Given	Total time spent in prep.	No. meet. per mo.	Av. lgth. per meet.	Av. att'd per meet.	No. Camps	Course Given	Total time spent in prep.	No. meet. per mo.	Av. lgth. per meet.	Av. att'd per meet.
	Baking & cooking						Plumbing				
	Bit Grinding						Quarrying				
	Blacksmithing						Riprapping				
	Blueprint Read.						Road. Const.				
	Bridge Const.						Saw Filing				
	Building Const.						Shoveling				
	Care, Use of tools						Stake Reading				
	Carpentry						Steel sharp.				
	Chauffeuring						Steel struct.				
	Clearing						Surveying				
	Clerical						Tanker Opera.				
	Compressor Op.						Tel. Line Con.				
	Concrete Const.						Telephone Main.				
	Const. (Misc.)						Timber Cruising				
	Creosoting						Timber falling				
	Dam Construction						Tractor Opera.				
	Diesel Engines						Traffic census				
	Ditching						Trail Mainten.				
	Drilling						Tree Surgery				
	Electrical Wire.						Truck driving				
	Engineering						Warehousing				
	Equipment Main.						Welding				
	Explosives						Well Const.				
	Foreman Training						Wood working				
	Gas Engines										
	Grader										
	Grinder										
	Guard Training										
	Jack Hammer Op.										
	Landscaping										
	Logging										
	Log Scaling										
	Lumbering										
	Machine Opera.										
	Machine Shop										
	Masonry										
	Mechanics										
	Mill Operation										
	Painting										
	Pipe Line Const.										

For Consolidated reports, list number of camps giving courses. In reporting for Individual camps, do not use this column.

(Over)



[illegible]

(C. Group - General Subjects)							
Citizenship					Orientation		
Current events					Photography		
Drainage					Radio		
English					Sanitation		
First Aid							
Geography							
Life Saving							
Music							
Mathematics							
Metal Work							
Natural History							

QUARTERLY REPORT OF ENROLLEE TRAINING  
BY CCC TECHNICAL AGENCIES

(Each item of this report is to be made out in accordance with "Instructions for Preparing Quarterly Report of Enrollee Training by the Technical Agencies.")

1. Technical Agency 2. Report for quarter ending 193

3. Region \_\_\_\_\_ 4. State \_\_\_\_\_

5. Camp No.	6. Type of enr.	Jr.	Vet.	Wht.	Col.
-------------	-----------------	-----	------	------	------

7. Ave. Co. strength for quarter                      8. No. days worked                      Man-days

9. Number of Technical Agency personnel	10. No. giving planned training:
	On the Job                      Off the Job

11. Technical Agency personnel not giving planned training:

Payroll Title	Reason for not giving training

12. Employment obtained by enrollees:

1	2	3	4	5	6
Job Name or Description	Kind of Work Done in Camp	Planned Training Received	Emp'd E or D?	Pay Per Mo.	Aided by E T O

13. No. of Cases of Guidance by Tech. Agency personnel: Personal \_\_\_\_\_  
Educational \_\_\_\_\_; Employment \_\_\_\_\_; Financial \_\_\_\_\_; Total \_\_\_\_\_  
No. Technical personnel giving guidance \_\_\_\_\_

14. No. enrollees receiving training:	On the Job	Off the Job
15. Total	10	10
16. Male	10	10
17. Female	0	0
18. White	10	10
19. Black	0	0
20. Other	0	0
21. High school graduate	10	10
22. High school not graduate	0	0
23. Less than high school	0	0
24. More than high school	0	0
25. Other	0	0
26. Single	10	10
27. Married	0	0
28. Divorced	0	0
29. Widowed	0	0
30. Other	0	0
31. Unemployed	10	10
32. Employed	0	0
33. Other	0	0
34. Total	10	10
35. Male	10	10
36. Female	0	0
37. White	10	10
38. Black	0	0
39. Other	0	0
40. High school graduate	10	10
41. High school not graduate	0	0
42. Less than high school	0	0
43. More than high school	0	0
44. Other	0	0
45. Single	10	10
46. Married	0	0
47. Divorced	0	0
48. Widowed	0	0
49. Other	0	0
50. Unemployed	10	10
51. Employed	0	0
52. Other	0	0
53. Total	10	10
54. Male	10	10
55. Female	0	0
56. White	10	10
57. Black	0	0
58. Other	0	0
59. High school graduate	10	10
60. High school not graduate	0	0
61. Less than high school	0	0
62. More than high school	0	0
63. Other	0	0
64. Single	10	10
65. Married	0	0
66. Divorced	0	0
67. Widowed	0	0
68. Other	0	0
69. Unemployed	10	10
70. Employed	0	0
71. Other	0	0
72. Total	10	10
73. Male	10	10
74. Female	0	0
75. White	10	10
76. Black	0	0
77. Other	0	0
78. High school graduate	10	10
79. High school not graduate	0	0
80. Less than high school	0	0
81. More than high school	0	0
82. Other	0	0
83. Single	10	10
84. Married	0	0
85. Divorced	0	0
86. Widowed	0	0
87. Other	0	0
88. Unemployed	10	10
89. Employed	0	0
90. Other	0	0
91. Total	10	10
92. Male	10	10
93. Female	0	0
94. White	10	10
95. Black	0	0
96. Other	0	0
97. High school graduate	10	10
98. High school not graduate	0	0
99. Less than high school	0	0
100. More than high school	0	0
101. Other	0	0
102. Single	10	10
103. Married	0	0
104. Divorced	0	0
105. Widowed	0	0
106. Other	0	0
107. Unemployed	10	10
108. Employed	0	0
109. Other	0	0
110. Total	10	10
111. Male	10	10
112. Female	0	0
113. White	10	10
114. Black	0	0
115. Other	0	0
116. High school graduate	10	10
117. High school not graduate	0	0
118. Less than high school	0	0
119. More than high school	0	0
120. Other	0	0
121. Single	10	10
122. Married	0	0
123. Divorced	0	0
124. Widowed	0	0
125. Other	0	0
126. Unemployed	10	10
127. Employed	0	0
128. Other	0	0
129. Total	10	10
130. Male	10	10
131. Female	0	0
132. White	10	10
133. Black	0	0
134. Other	0	0
135. High school graduate	10	10
136. High school not graduate	0	0
137. Less than high school	0	0

(OVER)

15. List below training given in jobs or courses:

[illegible]

## 16. Remarks:

Regional Office Check: \_\_\_\_\_  
Initials

Signed: \_\_\_\_\_  
Camp Superintendent

INSTRUCTIONS FOR PREPARING QUARTERLY REPORT  
OF ENROLLEE TRAINING BY TECHNICAL AGENCIES

(This report is to be used by all Technical Work Agencies and has been agreed upon by them. It cannot be expected to meet entirely the exact needs of any one Agency.)

1. Technical Agency: Name of Bureau such as Forest Service; Park Service; Bureau of Biological Survey, etc., in charge of the camp's work program.
2. Quarter: The quarter agreed upon by the Agencies are the three-month periods ending September 30, December 31, March 31, and June 30.
3. Region: Number (or name) of Region, Field Office, or other comparable administrative division of the Agency in which the camp is located. Agencies having no such divisions will leave this space blank.
4. State: Name of State in which camp is located.
5. Camp No.: Technical Agency code number such as F-26, NP-5, or SCS-4.
6. Type of Enrollees: Check two of the types to indicate whether white or colored, and whether juniors or veterans are enrolled in the camp.
7. Co. Strength for Quarter: Average number of enrollees in the camp for the quarter.
8. No. Days Worked: Give the total number of calendar days worked on projects during the quarter, and the total man-days worked, (from Form-7).
9. No. of Technical Agency Personnel: Give the total number of persons employed by the Technical Agency, whether paid from CCC or other funds, and attached to the camp for the greater part of the quarter. Do not list persons employed temporarily for a month or so and usually paid on a day or hour basis.
10. No. Giving Planned Training: Write in the number of technical agency personnel giving planned training according to regulations of the technical agency. These regulations are or will be furnished to camps through regular channels.
11. Technical Agency Personnel not Giving Approved Training: Use only payroll title in reporting technical agency personnel (described in Section 9) who are giving no planned training according to regulations of the agency. In the last column, briefly give reason for their not giving training.
12. Employment Obtained by Enrollees: In COLUMN 1 give the name of job, (or if it is uncommon describe duties) obtained by each individual enrollee during the quarter or by former enrollees



of the camp reported to have found jobs during the quarter. Information on employment of former enrollees may be obtained from letters written by them to camp personnel or to other enrollees, and from other sources. Report only employment believed to be authentic. (Abbreviate as necessary in columns 1, 2 & 3.) COLUMN 2: List kinds of work that was done in camp by enrollees for the greater part of their enrollment period. COLUMN 3: List organized courses completed and organized on-the-job training. COLUMN 4: If job was found while individual was enrolled, write E, in this column; if after discharged write D in the column. COLUMN 5: If the monthly salary or wages is known, enter it in this column. COLUMN 6: Check under E if enrollee got job through his own efforts; T if aided by Technical Agency personnel; O if assisted by Other camp personnel.

13. No. Cases of Guidance: It is not the aim of the Technical Agencies to enter the guidance field in the professional sense, but it should be understood that all Technical Agency personnel shall assist enrollees in solving their problems. When an enrollee presents a problem, or it is evident that he needs assistance, his foreman (or other person on the Technical Agency staff) shall give him attention, assistance, and advice. Patience, friendship, confidence, and good judgment are elements of guidance. More than one person may assist in a single case, and Technical Agency personnel should cooperate with the educational adviser and camp officers on cases that can be handled cooperatively. A case consists of counsel given one enrollee during the quarter. Each case should be classified as personal, educational, employment, or financial.
14. Give the total number of enrollees who received planned training on the job and off the job during the greater part of the quarter. "On the job" means during the regular working day of the enrollee.
15. Training Given in Jobs and Courses: Report both on-the-job and off-the-job training by the names used in the list of JOBS OR COURSES attached to these instructions. Other jobs or courses may be used if necessary. It is not necessary that training in any one course (or subject) be given both on and off the job to be reportable. In reporting on the job training, list in COLUMN 1 the total number of enrollees receiving training in each job; in COLUMN 2 list enrollee hours in each course, (Example: If in one day a crew of 25 enrollees receives 20 minutes of instruction, there is a total of 8.3 enrollee hours. If 9 of the 25 receive 30 minutes and 15 receive only 10 minutes of instruction, the total is 7 enrollee hours.); in COLUMN 3 give the total hours spent by the instructor or instructors in giving this training. In reporting off-the-job training in COLUMN 1 give the total number of meetings held in each subject during the quarter; in COLUMN 2 give the average length of the meetings; and in COLUMN 3 give the total attendance (sum of attendance at all meetings).
16. Remarks: Other information on the camp's training programs may be given. General suggestions or comments are invited.



## JOBS OR COURSES

Abney Hand Level	Game Census	Saw Filing
Animal Husbandry	Gardening	Seeding
Auto Mechanics	Gas Engines	Seed Collecting
Bit and Tool Grinding	Grader Operation	Sign Making
Blacksmithing	Guard Training	Sign Painting
Blueprint Reading	Gully Control	Slide Rule
Bridge Construction	Horticulture	Sodding
Building Construction	Insect Control	Spring Development
Bulldozer Operation	Jack Hammer Opera.	Steel Structure
Care of Tools	Landscaping	Stock Driveway
Carpentry	Logging	Stone Cutting
Clearing, Roadside & Trail	Log Scaling	Stream Improvement
Clerking, office	Mapping or Map making	Surveying
Compressor Operation	Masonry	Telephone Line Constr.
Concrete Construction	Mathematics	Telephone Lineman
Conservation, general	Metal Work	Telephone Maint.
Cooking and Baking	Mill Operation	Terracing
Creosoting	Mining	Timber Cruising
Crusher Operation	Mosquito Control	Timber Stand Imp.
Culvert Construction	Nursery Work	Tool Storage
Dam Const. (Small dams)	Office Management	Tower Construction
Diesel Engines	Painting, general	Tractor Operation
Disease Control,	Photography	Traffic Census
(Plant & tree)	Pipe Line Const.	Trail Maintenance
Drafting	Plane Table Work	Tree Felling
Drainage	Plant Eradication	Tree Identification
Drilling, Hand	Plumbing	Tree Planting
Driving Laws	Pond Development	Tree Surgery
Electrical Wiring	Poultry Production	Truck Driving
Engineering	Pump Operation	Truct Trail Const.
Equipment Maintenance	Quarrying	Typing
Erosion Control	Range Improvement	Use of Tools
Explosives	Razing Buildings	Warehouse Keeping
Farm Woodlot Management	Recreational Devel.	Water Hole Const.
Fence Construction	Reforestation	Welding
Fire Break Construction	Riprapping	Well Drilling &
Fire Prevention	Roadside Cleanup	Improvement
Fish Planting & Culture	Roadside Erosion	Wildlife Management
Foreman & Leader Training	Control	Wood Working
Forestry, General	Rodent Control	







## SECTION 10. INFORMATION

OPPORTUNITIES AND RESPONSIBILITIES OF THE FOREST SERVICE AND COOPERATING BUREAUS: The CCC has created unusual public relations opportunities for the Forest Service and cooperating Bureaus of the Department of Agriculture; it has created responsibilities as well. If these responsibilities are to be redeemed properly, there must be conscious planning and prompt, unified, correlated action.

In Public Relations work it is necessary to strive for a definite, widespread, and sympathetic understanding of the CCC and the part of the Department therein. The following points should be recognized:

1. The backbone of the woodwork laid out for the CCC on National, State, and privately-owned forest lands is that which has been definitely planned by Federal and State Forestry agencies for orderly accomplishment over the years.
2. Much of the work laid out for the CCC - on the National Forests and under cooperative agreements specified by the President on State and Private lands as well - constitutes definite progress toward consummation of the "National Plan for American Forestry."
3. Of the impressive work done, much, therefore, will have been accomplished along lines definitely planned to protect and develop those National resources and National values to local and National welfare.

It will require conscious effort and careful work to stress effectively these matters. Emphasis should be placed on planned publicity and correspondence, supplemented by personal contacts and judicious use of "show me" trips, with "key" men. Editors, mayors, governors, members of state legislatures, and Congressmen, should be afforded full opportunities on the ground to know what has been done for conservation by the CCC. Full presentation to the press at all times is most desirable, playing up local angles and applications. It will be helpful if Regions will exchange with each other and with the Washington Office, copies of typical CCC letters, news releases, and other



CCC publicity material.

GENERAL OBJECTIVES OF CCC WORK: The following aspects of the whole CCC idea should be given full consideration and kept constantly in mind in the preparation of material for public consumption:

1. One of the two major objectives of the CCC program is social; relief, an antidote to further social unrest, restoration of confidence, the building of young men.
2. As a means of accomplishment the President decided, and Congress agreed, to make possible the doing of such needed worthwhile conservation work on National, State and Private forest lands, soils, parks, etc.; this the second major objective.
3. It is the very definite obligation of each Technical Service to secure as much and as efficient work as conditions will permit. But -
4. Properly to meet social needs on a scale determined upon as necessary and advisable, measures were adopted which of necessity materially reduced the volume of woods work - per man-day, week, or month - customarily expected and reached by efficient planning and management. Therefore -
5. Under such conditions it is obviously unfair - to the CCC project and to the enrollees or to the Technical Service to expect output of work per available man-day, week, or month to reach standards usual with more mature laborers who, physically fit, are accustomed to eight hours "on the job" for five days or more per week at work with which they are familiar.

These points have an important bearing upon the manner in which approach to our common objective may be made most successfully.

(130) OFFICE OF INFORMATION: By Office Memo. No. 13, January 12, 1937, there was formally set up by the Acting Representative, Department of Agriculture, CCC, an Office of Information. The functions of this Office in general correspond to those assumed by chiefs of other Information units in the Forest Service and Cooperating Bureaus. Inquiries both written and personal,

asking for information regarding CCC will be referred to it for attention. Articles, news releases, addresses, exhibits, photographs, and motion pictures for public information will be prepared or supervised by this Office. The chief of this office will maintain both formal and informal contacts with the Assistant in charge of Publicity in the Director's Office, and with information units in other bureaus both in Agriculture and other Departments participating in CCC. The head of this Office is authorized to sign as "In Charge, CCC Information" letters to other units in the Forest Service, Regional Foresters, Assistant in charge of Publicity (Director's Office), and any mail which in his judgment does not involve new policy or important procedure or which does not for any other reason need to be brought to the attention of the Chief or Acting Chief of the CCC unit.

Order No. 13 also requested all members of the Washington CCC unit to cooperate with the head of this Office in information work through a special effort to bring to attention of this Office any questions of policy or any happenings which have possible publicity value, or on which the head of this Office should be informed in order to keep fully acquainted with all of the important happenings of the CCC; also that all members cooperate by lending the head of this Office such direct assistance as called for and as may be possible in the preparation of information material.

In brief, the Office of Information (Washington) is intended to serve as a clearing house (Public Relations) for CCC information and publicity for the Forest Service CCC Unit and all Cooperating Bureaus of the Department, and also as a co-operating contact with CCC representatives in the Departments of War, Interior, and Labor.

Field Procedure. CCC information work is handled by the Offices of I & E in the Regional Offices, and through Regional or District offices of the Cooperating Bureaus. The extent to which Forest Supervisors, District Rangers, or Project Superintendents will function in CCC information will be determined by the Regional Foresters. Due care will be exercised in information work to avoid the appearance of the Forest Service seeming to assume functions and responsibilities of other Bureaus or other Departments concerned in the work of the Corps.

NATIONAL EMERGENCY COUNCIL REQUESTS FOR INFORMATION: The office of the Director furnishes to the National Emergency Council such information in reference to the CCC as is readily available and can be supplied without additional expenditure of funds. Whenever requests are made for information from State officers of the National Emergency Council, these officers should be informed that this information is being currently furnished by the office of the Director at Washington.

NEWS SERVICE AND RELEASES: The Washington Office does not itself issue news releases; only the Director's Office issues CCC releases - news material is prepared dealing with National, State or Private forestry activities, accomplishments and progress, as well as for other cooperating Bureaus, and furnished to the Director's office for release. CCC press releases in the field are usually issued by the Regional Offices of I & E, or by State Foresters.

SUGGESTED SUBJECTS FOR PRESS RELEASES:

1. Local Publicity.

This is the most effective kind and generally the easiest to secure as communities and local citizens are interested in actual accomplishments as well as the camp personnel. Observance of CCC anniversaries by holding "Open House", "Show Me Trips", local talks or broadcasts, and other activities suitable to the occasion should obviously be localized.

2. For Outgoing Camps.

Work done, types, importance locally, fact that work planned has been completed. A point which should be stressed in press and public contacts is that when all the work planned or practical to do from a particular camp is completed, it is good business and good public policy to move the camp to another location where there is urgent conservation work to be done. A better local understanding is needed on this point to head off efforts by local citizens to retain camps after the job is completed.

3. New Camps.

Principal projects planned for new camps and how these fit into local development and improvement plans and what they mean to local communities.

4. Camp Personnel.

News items dealing with promotions of enrollees to Assistant Leader, Leader or other higher positions are always acceptable locally. Emphasis should always be given in such news to the value of job or camp training received by the enrollee concerned.

5. Outside Jobs.

Enrollees leaving camp to accept outside jobs is always news. Here again, particular stress should be given to type of job training given in the camp or on the work which usually is the basis of the outside job. The stories should give the individual boy's name, age, home address, how and where he joined the Corps, education and experience background before joining, outstanding characteristics, camp record, how he applied himself to work and study in camp, and in general such points as may tell his story in a very human and interesting manner. In the preparation of such news stories the cooperation and approval of the Camp Commander must be secured.

6. Job Training.

The Technical Services are participating very largely now in Job Training with practical results. The number and kinds of job training given, how it is carried out, and its practical value to enrollees when they leave the Corps, should be played up. By so doing the public will be informed of the practical value to young men of a term in the Corps, the particular enrollee will be helped, and credit will be given to the Superintendent and foremen for training efforts.

PRESS RELEASES - DIRECTOR'S OFFICE: The procedure for handling CCC press releases contemplates that releases will not be issued by the Washington Offices of the cooperating agencies (Departments and Bureaus). Material suitable for this use arising in the USDA cooperating bureaus is prepared in memorandum press release form and sent to the Director's office, where if approved, it is issued as a Director's release. As a general rule all press material released from Director Fechner's office goes only to Washington correspondents of the nation's newspapers.

The Director's office maintains the following press release distribution lists:



1. C-2 Messenger list of selected Washington correspondents, approximately 50. AP, UP and INS Associations are included.
2. C-4 Washington correspondents and CCC officials, including Corps Area Commanders; Liaison Officers; U. S. Forest Service; CCC Educational Advisers; Regional Directors, National Park Service.
3. C-6 Sunday newspapers - 60.
4. C-7 Libraries, school, public and State historical libraries which have requested material on the CCC - 600.
5. C-10 Correspondents by States. If press release concerns a particular area, such as the New England States, it is sent only to interested States.
6. CX-15 Negro press list.
7. PW-13 Publishing addresses of newspapers by State. Releases are sent to this entire list or designated in a manner similar to the C-10 list, as PW-13, Missouri, etc. About 1,300.
8. C-15 List of persons who have requested all press releases and other material issued, regardless of subject matter. Includes Regional Conservators, Soil Conservation Service, Regional Foresters, U. S. Forest Service and other CCC officials.
9. Congressional List -- All members of Senate and House of Representatives.

The PW-13 list is rarely used. Occasionally releases, with photographs, are sent direct by the Director's office to magazines such as the Scientific American, and sportsmen's magazines.

Note that List C-15 includes regional or district offices of Forest Service and Soil Conservation Service. Upon receipt of a Director's press release having any particular local or regional news value, it is suggested that field offices rewrite, if needed, or add a local lead, and send out. Many CCC releases are not used by Washington correspondents because of other rush news or State news considered by them to have greater pull.



(130) PUBLICATIONS: Publications dealing with the work of CCC should likewise be submitted in advance to the Director's office for review and coordination.

(130) Information & Publications Committee: To facilitate the coordination of all CCC informational, press relations, and publications matters in accordance with CCC policies, the Director set up on January 30, 1939, a CCC Information and Publications Committee. This is an Interdepartmental Committee on which each cooperating Department is represented, under the Chief Information Officer, CCC, as chairman. The individual Departmental representative on the Committee is to act as that Department's information, press relations, and publications contact man with the Director's office. The present personnel of the Committee is:

Guy D. McKinney, Chairman, Director's Office  
Major K. B. Bush, War  
James F. Kieley, Interior  
Jno. D. Guthrie, Agriculture  
Mrs. T. B. Maddox, Division of Selection, CCC.

(130) Size and format: The following instructions as to size, format, etc., will apply to all CCC publications hereafter issued:

(130) Cover Page:

1. Title and/or subtitle of publication must appear. Identification as to series or number may be included if necessary.
2. The official CCC seal shall appear on the cover page, placement to be worked out in accordance with layout and design.
3. Whenever practicable and when it will not detract from or mar appearance of layout, the words "Federal Security Agency -- CIVILIAN CONSERVATION CORPS" are to appear. The placement of these words will depend on the general layout and design of the cover. These words will normally appear either at the top or bottom of the cover page, with the words "Federal Security Agency" above the words, "CIVILIAN CONSERVATION CORPS."
4. No other seal or name of Department or Service shall be used on the cover page.
5. No credit line shall be used on the cover page.
6. The above regulations do not preclude the use of any type of layout, including plain type set-ups, use of line cuts, photo engraving or other processes of reproduction of any character.

(130) Reverse Cover of Inside Front Cover (Use is optional):

1. The following wording must be used on the inside front cover or reverse cover, where such sheet is employed, in all CCC printed publications:
  - a. Federal Security Agency, Paul V. McNutt, Administrator
  - b. Civilian Conservation Corps, James J. McEntee, Director
  - c. The names of the members of the Civilian Conservation Corps Advisory Council
  - d. On publications printed at the Government Printing Office, the following will appear:

United States Government Printing Office  
Washington, D. C.  
Price:
  - e. If a title page is not used, such necessary information as would have appeared on this page should appear on reverse cover or inside front cover.

(130) Title Page:

1. Use of a Title page is optional. When used:
  - a. Identification as to series or number, if necessary, should appear.
  - b. The title and subtitle of the publication as shown on the cover must appear prominently.
  - c. Credit to author, agency and department may appear, if desired.
  - d. The words "Federal Security Agency — CIVILIAN CONSERVATION CORPS" must appear prominently, under the same regulations as noted for the cover if they are not included on the cover.

(130) Forewords, Prefaces and Acknowledgments:

1. These may be prepared when considered essential, but should be kept as brief as possible. In general, the use of acknowledgments, forewords and prefaces is to be held to a minimum. There will be no letters of transmittal appearing, save in publications from the Office of the Director, CCC, bearing a letter of transmittal from the Director. This will be, in general, confined to annual report material and other formal documents.

(130) Kinds of CCC Publications

A. Technical or Forestry

Since 1933, eight of these have been printed (some re-printed) in the "Forestry Publications Series," intended primarily for use by Project Superintendents, Foremen, and Enrollees in the camps. These are:

- No. 1 "Measures for Forest Improvement in the Southern Appalachian Forests."  
(out of print) 1933
- No. 2 "Eastern Forest Tree Diseases, etc."  
(From G.P.O. only. 5¢ ea.) 1934.
- No. 3 "Stand Improvement Measures for Southern Forests." (out of print) 1933
- No. 4 "Contour-Trenches Control Floods & Erosion in Range Lands." 1937
- No. 5 "Collecting & Handling Seeds of Wild Plants." 1939
- No. 6 "Timber Stand Improvement in the Southwest." 1940
- No. 7 "Reforestation in the Southwest by CCC Camps." 1940
- No. 8 "Revegetating Semidesert Range Lands in the Southwest." 1940

(130) Issued for a somewhat similar purpose but not in the Forestry Series is:

"Camp Stoves and Fire Places," by A. D. Taylor, 1937.  
Clothbound, Superintendent of Documents, \$1.50.

(130) B. Popular Publications

For the general reader or public generally. These have varied in size and format but all have been illustrated. Several have gone through several reprintings.

- 1. "Woodsmanship for the CCC"
- 2. "The CCC - A Youth Program" (SCS)
- 3. "Forest Improvements by the CCC"
- 4. "Forests Protected by the CCC"
- 5. "Reforestation by the CCC"

6. "The CCC and Wildlife" (Biol. Survey)
7. "Hands to Save the Soil" (SCS)
8. "CCC at Work" (in preparation)
9. "The CCC and Public Recreation" (in preparation) (NPS)
10. "Life and Training in the CCC" (in preparation)

(130) Except where otherwise shown, the pamphlet was prepared by the CCC Forestry Division. It is planned to add several more to this list.

(130) C. Training Publications

These have been issued solely as texts or for enrollee training purposes, and were prepared by the CCC Forestry Division.

1. "CCC Forestry" - 1937 - 335 pages, illustrated, cloth - Supt. of Documents - \$1.00.
2. "CCC Foremanship" - 1939 - 90 pages, illustrated, multilith.
3. "CCC Auto Mechanics" - 1937 & 1939 - 238 pages, illustrated, multilith.

(130) Distribution: Publications in the Forestry series as well as those in the popular series are distributed from Washington by the Office of CCC Information and the Director's Office. All training publications are distributed by the Office of CCC Enrollee Training.

(130) Copies of each of the three kinds of publications above are furnished to other CCC cooperating Departments, and in some cases their field distribution is handled by them.



CCC ARTICLES: Since 1933 a very large number of magazine and Sunday feature articles have appeared on the CCC. Most of these have been general articles dealing with the camps, work, organization, camp personnel, life, education, advantages, costs, etc., points with which it is believed the general reading public is now fairly familiar. What is needed from now on are more specific articles, dealing with some particular phase of the CCC work. For example, separate articles dealing with some of the following subjects are suggested: Job Training; Practical Training for Living; Learning by Doing; Fire Fighting or Forest Protection; CCC Work Against Forest Insects and Tree Diseases; Timber Culture; Reforestation (Seed Collecting, Nurseries, and Planting); Range Improvement; Wildlife Development; Forest Improvements; Soil Erosion and Flood Control; Engineering Structures; Building Construction; Recreation Developments, etc. It is believed that there is still a large field for specialized CCC articles in the classified magazine field, such as outdoor and sports magazines, engineering and road journals, livestock journals, scientific magazines, school and vocational journals, and the very large number of so-called trade journals.

ADDRESSES: Opportunities for CCC field men still arise to give talks and radio broadcasts on the CCC. Principles laid down under Articles and News Releases apply equally to public talks and broadcasts.

PHOTOGRAPHS: Good CCC photographs are always in demand, especially photographs including enrollees or showing the CCC in action. Far too many pictures have been taken of completed work or projects but including no enrollees; this always necessitates explaining in the caption that the work was done by the CCC. Human interest photographs of the CCC are always welcome. During 1937, the Director set up a ban on new special photographic projects payable from CCC funds. This did not preclude the taking of special or outstanding CCC work projects provided the taking of such photographs was incidental to other photographic work or field trips.

The Office of Information endeavors to maintain a CCC photograph collection in Washington. Field officers are earnestly requested to cooperate in maintaining this by furnishing Information with the official numbers of acceptable CCC photos taken in the field.



MOTION PICTURES: There have not been many CCC motion pictures made intended solely for general or public information; several of the Regions, however, have made such reels. A considerable number of movies have been made to be used in Camp Education, job training or safety; these are handled by the office of Enrollee Training and Safety.

The Director's 1937 ban also included motion pictures although completion of movie projects already begun was permissible.

Director's Restriction. The Director's order of May 23, 1933, prohibits the taking of motion pictures at CCC camps or upon work projects by other than official agencies, except with the approval of the official in charge of the work involved. Such approval is to be conditioned upon the opportunity to examine and approve the scenario and to exercise such supervision as the official desires over the taking of the actual scenes. The location of taking the pictures will determine the official who will have jurisdiction.

(130) EXHIBITS: Since 1933 very creditable CCC Exhibits have been put on at many National, Regional, State and local exhibitions, fairs and sportsmen's shows. Notable among these were the San Diego and Dallas Fairs, and large Eastern 1937 sportsmen's shows. Some of the Regions have built up creditable CCC exhibit material. The Washington CCC Office has functioned mainly in correlating exhibit efforts of the various Bureaus and Departments acting under the general supervision of the Director's office.

(130) CCC exhibit material available in Washington is limited consisting largely of a series of CCC photographic enlargements to be used for simple display purposes.

(130) Comptroller's Exhibits Decisions. The Comptroller General made decisions on February 27, 1935, and April 22, 1938, which prohibit the putting on of CCC exhibits at state, interstate or international fairs, because there is no specific mention or permission in any of the CCC Acts providing for such exhibits. This is interpreted to mean that the preparation of models, replicas, miniatures, etc., of structures, jobs, or improvements built by the CCC may be reproduced by enrollees as a part of their manual training or educational courses, but CCC funds cannot be used for travel, transportation, or other expenses incident to their display at fairs.

(130) Exhibits at CCC Camps. In order to acquaint visitors at CCC camps with the work done by the Technical Service, the preparation of simple exhibits or displays or models is advisable for camp displays, since in many instances, visitors unfortunately see only the camps and do not visit the work projects. Exhibits may well be prepared for use either indoors or outdoors showing the physical layout of the projects and the character of work being done by means of charts, maps, and simple models.

(130) LEGISLATION: It is the responsibility of the Office of Information to receive and keep on file copies of all Congressional bills and acts relating to the CCC; also to furnish currently information on all pending bills to Regional Foresters, Cooperating Bureaus, and Liaison Officers.

(130) HISTORICAL RECORDS: The keeping up of the Historical Record of the CCC is a responsibility of the Office of Information.

AWARD OF VALOR: The Director of CCC approved in 1936 a policy and procedure governing the award of Certificates of Valor to enrollees who perform outstanding acts of heroism. Recommendations for such individual awards originate in the camps, are forwarded through Army channels and are finally acted on in Washington by a Committee composed of representatives of the Departments of War, Interior, and Agriculture, and the Director's office. The head of the Office of Information represents the Department of Agriculture on this Committee. (See also "Personnel-Enrollee" Section).

(38) ATTENDANCE AT MEETINGS:

(See pages 128 and 703.)









SYSTEM OF NUMBERING PAGES FOR CCC HANDBOOK APPENDIX

This page should be placed in your CCC Handbook immediately preceding the Appendix.

The attached pages constitute a new Appendix with revised numbering system. All other material in the Appendix may be destroyed.

The first section will all have Roman numeral I, followed by Arabic page numbers as I-1. This section contains basic CCC Legislation, Executive Orders, etc., having a bearing on it.

The second section (II) contains the current Appropriation Bill and Legislation, Executive Orders, etc., pertaining to it.

The new Appendix contains the following:

H.R. 6551 -- CCC Act passed June 28, 1937, as amended through  
the end of the 76th Congress, 3rd Session. Pages I-1 to I-5  
Executive Order of July 26, 1937..... I-6  
Executive Order of September 29, 1937 ..... I-7  
Executive Order of May 15, 1939 ..... I-8

The section containing material pertaining to the current Appropriation Bill is as follows:

Extracts from the Labor-Federal Security Appropriation Act, 1941,  
approved June 26, 1940..... II-1 to II-3  
Public 812 76th Congress, Chapter 780, 3rd Session,  
H.R. 10539 approved October 9, 1940..... II-4

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H.R. 6551

SEVENTY-FIFTH CONGRESS OF THE UNITED STATES OF AMERICA,  
AT THE FIRST SESSION,  
Begun and held at the City of Washington on Tuesday, the fifth day  
of January, one thousand nine hundred and thirty seven.

(The Civilian Conservation Corps Act, as amended through the end of  
the 76th Congress, 3rd Session.)

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AN ACT

TO ESTABLISH A CIVILIAN CONSERVATION CORPS, AND FOR OTHER PURPOSES  
AS AMENDED.

BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF  
THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That there is  
hereby established the Civilian Conservation Corps, hereinafter  
called the Corps, for the purpose of providing employment, as well  
as vocational training, for youthful citizens of the United States  
who are unemployed and in need of employment, and to a limited  
extent as hereinafter set out, for War veterans and Indians, through  
the performance of useful public work in connection with the  
conservation and development of the natural resources of the United  
States, its Territories, and insular possessions: PROVIDED, That at  
least ten hours each week may be devoted to general educational and  
vocational training: PROVIDED, That the provisions of this Act  
shall continue \*\*\*July 1, 1943\*\*\*

Section 2. The President, by and with the advice and consent  
of the Senate, is authorized to appoint a Director at a salary of  
\$10,000 per annum. The Director shall have complete and final  
authority in the functioning of the Corps, including the allotment  
of funds to cooperating Federal Departments and agencies, subject to  
such rules and regulations as may be prescribed by the President in  
accordance with the provisions of this Act.

Section 3. In order to carry out the purpose of this Act,  
the Director is authorized to provide for the employment of the Corps  
and its facilities on works of public interest or utility for the  
protection, restoration, regeneration, improvement, development,  
**utilization**, maintenance, or enjoyment of the natural resources of  
lands and waters, and the products thereof, including forests, fish  
and wildlife on lands or interest in lands (including historical or  
archeological sites), belonging to, or under the jurisdiction or  
control of, the United States, its Territories, and insular posses-  
sions, and the several States: PROVIDED, That the President may  
in his discretion, authorize ~~the~~ Director to undertake projects  
on lands belonging to or under the jurisdiction or



control of counties, and municipalities, and on lands in private ownership, but only for the purpose of doing thereon such kinds of cooperative work as are or may be provided for by Acts of Congress, including the prevention and control of forest fires, forest tree pests and diseases, soil erosion, and floods: PROVIDED FURTHER, That no projects shall be undertaken on lands or interests in lands, other than those belonging to or under the jurisdiction or control of the United States, unless adequate provisions are made by the cooperating agencies for the maintenance, operation, and utilization of such projects after completion.

Section 4. There are hereby transferred to the Corps all enrolled personnel, records, papers, property, funds, and obligations of the Emergency Conservation Work established under the Act of March 31, 1933 (48 Stat. 22), as amended; and the Corps shall take over the institution of the camp exchange heretofore established and maintained, under supervision of the War Department, in connection with and aiding in administration of Civilian Conservation Corps work-camps conducted under the authority of said Act as amended: PROVIDED, That such camp exchange shall not sell to persons not connected with the operation of the Civilian Conservation Corps.

Section 5. The Director and, under his supervision, the heads of other Federal Departments or agencies cooperating in the work of the Corps, are authorized within the limit of the allotments of funds therefor, to appoint such civilian personnel as may be deemed necessary for the efficient and economical discharge of the functions of the Corps without regard to the civil-service laws and regulations. \*\*\*\* PROVIDED FURTHER, That such officers, agents, or employees paid from the funds appropriated for or allocated to the Civilian Conservation Corps, as may be designated or approved for the purpose by the Director shall have the general powers of notaries public in the administration of oaths, the execution and acknowledgment of legal instruments, the attestation of documents, and all other forms of notarial acts determined to be necessary by the Director to prosecute effectively the operations of the Civilian Conservation Corps.\*\*\*\*

Section 6. The President may order Reserve officers of the Army and officers of the Naval and Marine Reserves and warrant officers of the Coast Guard to active duty with the Corps under the provisions of section 37a of the National Defense Act and the Act of February 28, 1925, respectively.

Section 7. The Director is authorized to have enrolled not to exceed three hundred thousand men at any one time, of which not more than thirty thousand may be war veterans: PROVIDED, That in addition thereto camps or facilities may be established for not to exceed ten thousand additional Indian enrollees and five thousand additional territorial and insular possession enrollees.





Section 8. The enrollees in the Corps (other than war veterans, enrollees in the Territories and insular possessions, Indians, not to exceed one mess steward, three cooks, \*\*five project assistants,\*\* and one leader per each company) shall be unmarried male citizens of the United States between the ages of seventeen and twenty-three years, both inclusive, and shall at the time of enrollment be unemployed and in need of employment: PROVIDED, That the Director may exclude from enrollment such classes of persons as he may consider detrimental to the well-being or welfare of the Corps, except that no person shall be excluded on account of race, color, or creed: PROVIDED FURTHER, That enrollment shall be for a period of not less than six months and re-enrollments (except in the case of one mess steward, three cooks, \*\*five project assistants,\*\* and one leader, in each company, War Veterans \*\*\*\*\*and Indians\*\*\*\*\*) shall not exceed a total term of two years: PROVIDED FURTHER, That in the discretion of the Director continuous service by the enrollee during his period of enrollment shall not be required in any case where the enrollee attends an educational institution of his choice during his leave of absence: PROVIDED FURTHER, That the Director shall be authorized to issue certificates of proficiency and merit to enrollees under such rules and regulations as he may provide: \*\*PROVIDED FURTHER, That any enrollee may be discharged for the convenience of the Government within thirty days prior to the expiration of his period of enrollment.\*\*

Section 9. The compensation of enrollees shall be in accordance with schedules approved by the President, and enrollees with dependent member or members of their families shall be required, under such regulations as may be prescribed by the Director, to make allotments of pay to such dependents. Other enrollees may make deposits of pay in amounts specified by the Director with the Chief of Finance, War Department, to be repaid in case of an emergency or upon completion of or release from enrollment and to receive the balance of their pay in cash monthly: PROVIDED, That Indians \*and enrollees in the Territories and insular possessions of the United States\* may be excluded from these regulations: PROVIDED FURTHER, That the pay of enrollees shall not exceed \$30 per month, except for not more than ten per centum who may be designated as assistant leaders and who shall receive not more than \$36 per month: PROVIDED FURTHER, That not to exceed an additional 6 per centum of such enrollees who may be designated as leaders and may receive not more than \$45 per month as such leaders.

Section 10. Enrollees shall be provided, in addition to the monthly rates of pay, with such quarters, subsistence, and clothing, or commutation in lieu thereof, medical attention, hospitalization, and transportation as the Director may deem necessary: PROVIDED, That burial, embalming, and transportation expenses of deceased enrolled members of the Corps, regardless of the cause and place of



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Sup. 140 (11/20/40)  
Sup. 76 (9/9/39)

death, shall be paid in accordance with regulations of the Employees' Compensation Commission: PROVIDED FURTHER, That the provisions of the Act of February 15, 1934 (U.S.C., 1934 ed., title 5, sec. 796), relating to disability or death compensation and benefits shall apply to the enrolled personnel of the Corps.

Section 11. The Chief of Finance, War Department, is hereby designated, empowered, and directed, until otherwise ordered by the President, to act as the fiscal agent of the Director in carrying out the provisions of this Act: PROVIDED, That funds allocated to Government agencies for obligation under this Act may be expended in accordance with the laws, rules, and regulations governing the usual work of such agency, except as otherwise stipulated in this Act: PROVIDED FURTHER, That in incurring expenditures, the provisions of section 3709, Revised Statutes (U.S.C., 1934 ed., title 41, sec. 5), shall not apply to any purchase or service when the aggregate amount involved does not exceed the sum of \$300.

Section 12. The President is hereby authorized to utilize the services and facilities of such departments or agencies of the Government as he may deem necessary for carrying out the purposes of this Act.

Section 13. The Director and, under his supervision, the cooperating departments and agencies of the Federal Government are authorized to enter into such cooperative agreements with States and civil divisions as may be necessary for the purpose of utilizing the services and facilities thereof: \*\*\*PROVIDED, That the Director may designate an appropriate official seal for the Corps which shall be judicially noticed and which shall be preserved in the custody of the Director.\*\*\*

Section 14. The Director may authorize the expenditure of such amounts as he may deem necessary for supplies, materials, and equipment for enrollees to be used in connection with their work, instruction, recreation, health, and welfare, and may also authorize expenditures for the transportation and subsistence of selected applicants for enrollment and of discharged enrollees while enroute upon discharge to their homes.

Section 15. That personal property as defined in the Act of May 29, 1935 (49 Stat. 311), belonging to the Corps and declared surplus by the Director, shall be disposed of by the Procurement Division, Treasury Department, in accordance with the provisions of said Act: PROVIDED, That unserviceable property in the custody of any department shall be disposed of under the regulations of that Department.





Section 16. The Director and, under his supervision, the heads of cooperating departments and agencies are authorized to consider, ascertain, adjust, determine, and pay from the funds appropriated by Congress to carry out the provisions of this Act any claim arising out of operations authorized by the Act accruing after the effective date thereof on account of damage to or loss of property or on account of personal injury to persons not provided for by section 10 of this Act, caused by the negligence of any enrollee or employee of the Corps while acting within the scope of his employment: PROVIDED, That the amount allowed on account of personal injury shall be limited to necessary medical and hospital expenses: PROVIDED FURTHER, That this section shall not apply to any claim on account of personal injury for which a remedy is provided by section 10 of this Act: PROVIDED FURTHER, That no claim shall be considered hereunder which is in excess of \$500, or which is not presented in writing within one year from the date of accrual thereof: PROVIDED FURTHER, That acceptance by any claimant of the amount allowed on account of his claim shall be deemed to be in full settlement thereof, and the action of the Director or of the head of a cooperating department or agency upon such claim so accepted by the claimant shall be conclusive.

Section 17. There is hereby authorized to be appropriated, out of any money in the Treasury not otherwise appropriated, such sums as may be necessary for the purpose of carrying out the purposes of this Act: PROVIDED, That no part of any such appropriation shall be used in any way to pay any expense in connection with the conduct, operation, or management of any camp exchange, save and except such camp exchanges as are established and operated, in accordance with regulations to be prescribed by the Director, at such camps as may be designated by him, for real assistance and convenience to enrollees in supplying them and their supervising personnel on duty at any such camp with articles of ordinary use and consumption not furnished by the Government: PROVIDED FURTHER, That the person in charge of any such camp exchange shall certify, monthly, that during the preceding calendar month such exchange was operated in compliance therewith.

Section 18. This Act, except as otherwise provided, shall take effect July 1, 1937.

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Original Act approved June 28, 1937 - Public No. 163, 75th Congress  
1st Session (50 Stat. 319).

\*\*\*\*\* - Amended October 21, 1940 - Public 875, 76th Congress,  
3rd Session

\*\*\*\* - Amended June 13, 1940 - Public No. 616, 76th Congress,  
3rd Session

\*\*\* - Amended August 7, 1939 - Public No. 326, 76th Congress,  
1st Session

\*\* - Amended May 12, 1938 - Public No. 508, 75th Congress,  
3rd Session (52 Stat. 347)

\* - Amended June 25, 1938 - Public No. 743, 75th Congress,  
3rd Session, (52 Stat. 1198)



PRESIDENT OF THE UNITED STATES

Executive Order

Civilian Conservation Corps

By virtue of and pursuant to the authority vested in me under the act entitled "An Act to establish a Civilian Conservation Corps, and for other purposes" approved June 28, 1937 (Public No. 163, 75th Congress), it is hereby ordered as follows:

1. Such reserve officers of the Army as shall be selected by the Secretary of War, such reserve officers of the Navy and Marine Corps as shall be selected by the Secretary of the Navy, and such warrant officers of the Coast Guard as shall be selected by the Secretary of the Treasury, the respective numbers thereof to be determined by the Director of the Civilian Conservation Corps, are hereby called to active duty, subject to the provisions of section 37a of the National Defense Act (39 Stat. 189) and the Act of February 28, 1925 (43 Stat. 1080), so far as applicable, and attached to the War Department for service with the Civilian Conservation Corps, and are ordered to report to the Secretary of War for such duty upon the receipt of written orders from the Secretary of War: Provided, That officers of the classes named above who were so employed on June 30, 1937, may be continued on active duty.

2. The Director of the Civilian Conservation Corps is authorized, subject to the limitations and restrictions contained in Section 3 of the said Act of June 28, 1937, to undertake projects on lands belonging to or under the jurisdiction or control of counties and municipalities, and on lands in private ownership.

3. The Secretary of War, the Secretary of Agriculture, the Secretary of the Interior and the Secretary of Labor are requested to cooperate with the Director of the Civilian Conservation Corps in carrying out the purposes of the said Act of June 28, 1937. Each of the said Secretaries shall appoint a representative who shall, upon request of the Director, confer with him and under his direction aid him in prosecuting effectively the purposes contemplated by the said Act.

4. This order shall be effective as of July 1, 1937.

FRANKLIN D. ROOSEVELT

The White House  
July 26, 1937

(No. 7677-A)

(F.R. Doc. 37-2419; Filed, July 29, 1937; 2:40 p.m.)



PRESIDENT OF THE UNITED STATES

Executive Order

Civilian Conservation Corps

Amending Executive Order No. 7677-A, of July 26, 1937, entitled  
"Civilian Conservation Corps"

By virtue of and pursuant to the authority vested in me under the Act entitled "An Act to establish a Civilian Conservation Corps, and for other purposes" approved June 28, 1937 (Public No. 163, 75th Congress), Paragraph No. 3 of Executive Order No. 7677-A, dated July 26, 1937, is hereby amended to read as follows:

"3. The Secretary of War, the Secretary of the Interior, the Secretary of Agriculture, the Secretary of Labor, and the Administrator of Veterans' Affairs are requested to cooperate with the Director of the Civilian Conservation Corps in carrying out the purposes of the said Act of June 28, 1937. Each of the said Secretaries and the said Administrator shall appoint a representative who shall, upon request of the Director, confer with him and under his direction aid him in prosecuting effectively the purposes contemplated by the said Act."

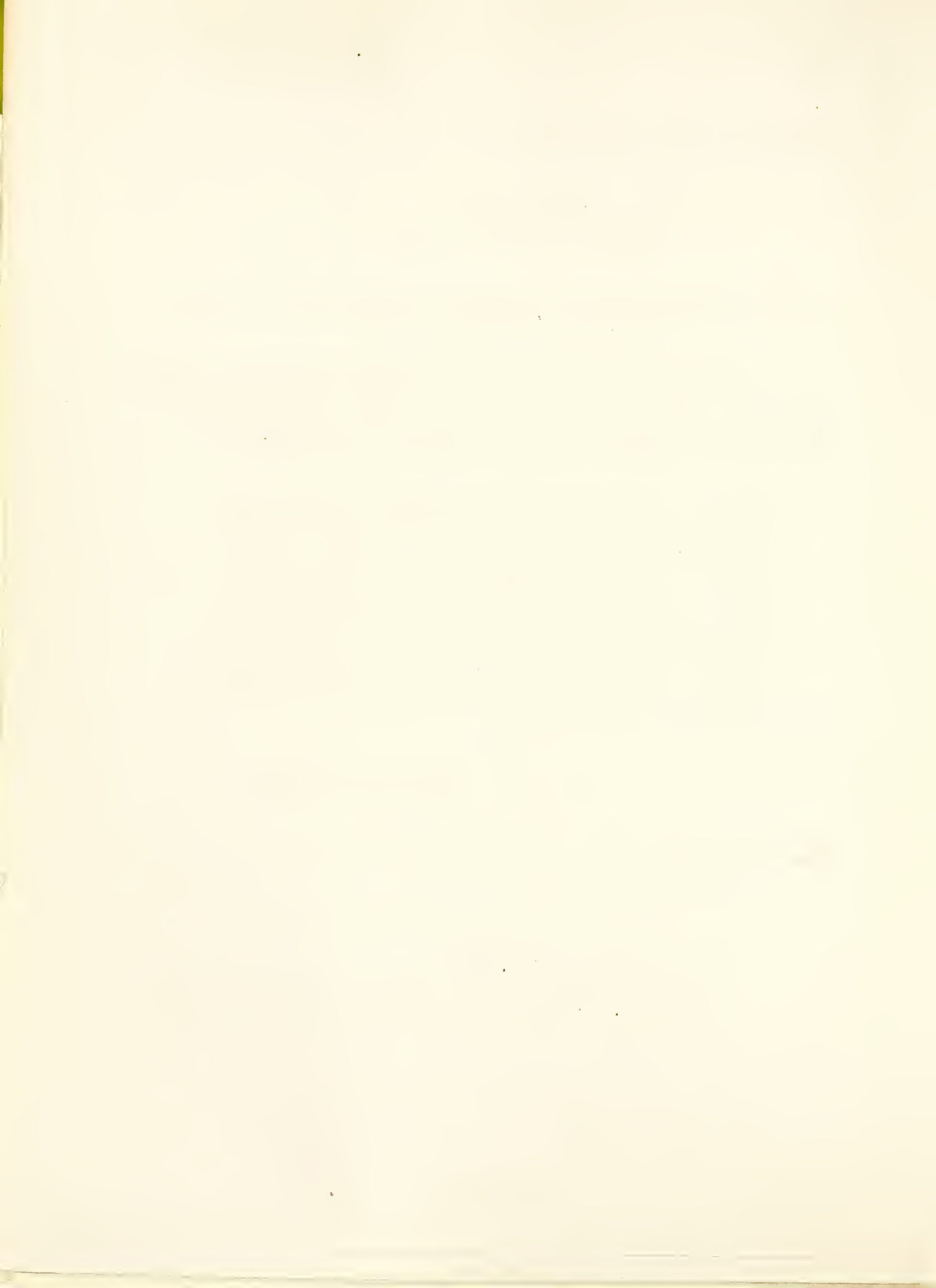
FRANKLIN D. ROOSEVELT

The White House,  
Sept. 29, 1937.

(No. 7717)

(F.R.Doc. 37-2950; Filed, October 4, 1937; 2:43 p.m.)





## THE PRESIDENT

## EXECUTIVE ORDER

FURTHER AMENDING EXECUTIVE ORDER NO.  
7677-A, of JULY 26, 1937, AS AMENDED  
ENTITLED "CIVILIAN CONSERVATION  
CORPS"

By virtue of and pursuant to the authority vested in me under the Act entitled "An Act to establish a Civilian Conservation Corps, and for other purposes" approved June 28, 1937 (50 Stat. 319), as amended by the Act of May 12, 1938 (52 Stat. 349), and the Act of June 25, 1938 (52 Stat. 1198), paragraph No. 3 of Executive Order No. 7677-A of July 26, 1937, as amended by executive Order No. 7717 of September 29, 1937, is hereby further amended to read as follows:

"3. The Secretary of War, the Secretary of the Interior, the Secretary of Agriculture, and the Administrator of Veterans' Affairs are requested to cooperate with the Director of the Civilian Conservation Corps in carrying out the purposes of the said Act of June 28, 1937, as amended. Each of the said Secretaries and the said Administrator shall appoint a representative who shall, upon request of the Director, confer with him and under his direction aid him in prosecuting effectively the purposes contemplated by the said Act, as amended."

FRANKLIN D. ROOSEVELT

The White House

May 15, 1939

(No. 8133)

(F.R. Doc. 29-1695; Filed, May 16, 1939;

9:43 a.m.

1. F.R. 1346

2. F.R. 2087



EXTRACTS FROM THE LABOR-FEDERAL SECURITY APPROPRIATION ACT, 1941. APPROVED, JUNE 26, 1940. (PUBLIC NO. 665, 76th CONGRESS.) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF LABOR, THE FEDERAL SECURITY AGENCY, AND RELATED INDEPENDENT AGENCIES, FOR THE FISCAL YEAR ENDING JUNE 30, 1941, AND FOR OTHER PURPOSES.

## TITLE II - FEDERAL SECURITY AGENCY

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### Civilian Conservation Corps

"For all authorized and necessary expenses to carry into effect the provisions of the Act entitled 'An Act to establish a Civilian Conservation Corps, and for other purposes', approved June 28, 1937, as amended, including personal services in the District of Columbia and elsewhere; the purchase and exchange of lawbooks, books of reference, periodicals, and newspapers; rents in the District of Columbia and elsewhere; the purchase (including exchange), operation, maintenance and repair of motor-propelled and horse-drawn passenger-carrying vehicles, to be used only for official purposes; hire, with or without personal services, of work animals, animal-drawn and motor-propelled vehicles, and watercraft; printing and binding; travel expenses, including not to exceed \$2,000 for expenses of attendance at meetings concerned with the work of the corps when specifically authorized by the Director, construction, improvement, repair, and maintenance of buildings, but the cost of any building erected hereunder shall not exceed \$25,000; and all other necessary expenses; of which \*\$176,880,000 shall be available only for pay, subsistence, clothing (and repair thereof), transportation and hospitalization of enrollees; and \$325,000 may be expended in the District of Columbia for salaries and expenses of the office of the Director; \$280,000,000: Provided, That an enrollee in the Civilian Conservation Corps, or member, or former member of the Military Establishment, who shall furnish blood from his or her veins for transfusion to the veins of an enrollee or discharged enrollee of the Civilian Conservation Corps undergoing treatment in a Government or civilian hospital authorized to treat such patient, shall be entitled to be paid therefor a reasonable sum not to exceed \$50 for each of such transfusions undergone: Provided further, That the Director may authorize the exchange of motor-propelled and horse-drawn vehicles, tractors, road equipment, and boats, and parts, accessories, tires, or equipment thereof, in whole or in part payment for vehicles, tractors, road equipment, or boats, or parts, accessories, tires, or equipment of

\*See Public 812 of Appendix Page II-4.





such vehicles, tractors, road equipment, or boats which the corps has acquired: Provided further, That expenditures under the several classes of objects of expenditure for which this appropriation is available shall not exceed by more than 10 per centum the amounts estimated for such objects of expenditure by classes, in the schedule for the fiscal year 1941 appearing in the Budget for such fiscal year under this head, such amounts to be amended to reflect any proportionate change which each should bear in connection with the total amount appropriated herein, and any such excess up to 10 per centum must be approved in writing by the Federal Security Administrator in such amounts as he shall designate: Provided further, That the foregoing proviso shall not apply, to whatever extent the President shall direct, in the event of an emergency declared, by the President, to exist."\*

\* \* \* \* \*

"Section 3709 of the Revised Statutes (41 U.S.C. 5) shall not be construed to apply to any purchase with funds appropriated under this title when the aggregate amount involved in such purchase does not exceed the sum of \$100.

"This title may be cited as the 'Federal Security Agency Appropriation Act, 1941.'"

\* \* \* \* \*

#### TITLE VII - GENERAL PROVISIONS

\* \* \* \* \*

"Sec. 702. None of the funds appropriated in this Act shall be used to pay the salary of any person appointed to a non-civil-service position, under the appropriations in the respective titles in this Act, if the effect of such appointment is to increase the number of non-civil-service employees from the State of residence of any such non-civil-service appointee beyond the number of non-civil service employees to which such State is entitled, under the appropriations in the respective titles of this Act, on a basis of population: Provided, That this section shall not apply to any position, the appointment of which is made by the President: Provided further, That this section shall not apply to positions in the Civilian Conservation Corps outside the District of Columbia."

(119) "Sec. 703. No part of any appropriation in this Act shall be used to pay the salary of any person who received as many as



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Sup. 140 (11/20/40)  
Sup. 119 (7/5/40)  
Sup. 117 (7/2/40)

three steps of administrative within-grade promotion in all positions occupied by such person during the fiscal year 1939, at a rate of pay in excess of the salary resulting from the first two steps of such promotion; but this section shall not preclude the payment of the minimum salary of the grade to any person transferred, under standard regulations, to such grade."

\* \* \* \* \*

(119) "Sec. 705. No part of any appropriation contained in this Act or authorized hereby to be expended shall be used to pay the compensation of any officer or employee of the Government of the United States, or of any agency the majority of stock of which is owned by the Government of the United States, whose post of duty is in continental United States unless such officer or employee is a citizen of the United States or a person in the service of the United States on the date of the approval of this Act who being eligible for citizenship has filed a declaration of intention to become a citizen or who owes allegiance to the United States: Provided, That this section shall not apply to the employment of interpreters in the Immigration and Naturalization Service (not to exceed ten permanent employees and such temporary employees as are required from time to time) where competent citizen interpreters are not available.

(119) "Sec. 706. The total amount used on an annual basis for administrative within-grade promotions for officers and employees under any appropriation or other fund made available in this Act shall not exceed the amount determined by the Bureau of the Budget to be available for such purpose on the basis of the Budget estimate for such appropriation or fund exclusive of new money in any such Budget estimate for such administrative promotions."

Approved June 26, 1940.



Public No. 812 - 76th Congress  
Chapter 780 - 3rd Session  
H.R. 10539

Making supplemental appropriations for the support of the Government for the Fiscal year ending June 30, 1941 and for other purposes.

TITLE I

FEDERAL SECURITY AGENCY - Civilian Conservation Corps

The Federal Security Agency Appropriation Act 1941, is amended by striking out "\$176,880,000" under the heading "Civilian Conservation Corps" and inserting in lieu thereof "\$166,880,000": Provided, That upon the written recommendation of the Federal Security Administrator and with the approval of the President, the limitations upon the amount of expenditures under the several classes of objects of expenditure as fixed by the third proviso under such heading in such Act may be exceeded by more than the 10 per centum permitted therein.

Such Act is further amended by adding after the last sentence under such heading the following:

"Notwithstanding the limitation herein on expenditures by the Office of the Director within the District of Columbia, the Director, Civilian Conservation Corps, in administering the funds herein appropriated is authorized, with the approval of the Federal Security Administrator, to fix the amount of and to transfer to the Office of the Director the funds necessary to carry out the functions transferred with the approval of the Federal Security Administrator from cooperating agencies to the Office of the Director."

Approved October 9, 1940.



